

Texas A&M University
Temporary Working Fund Request

To: Debbie Phair
Director
Financial Management Operations
6000 TAMU

E, L, or P# _____
An encumbrance must be set up
before the request is submitted.
Use VID #17460005311.

CUSTODIAN'S NAME: _____ Email: _____ Mail Stop: _____
A/R Customer #: WF68 _____
(UIN#)
Contact Name and Phone _____

Please establish a Working Fund in the amount of \$ _____ from account _____. Funds are to be made available on _____. The purpose of this Working Fund advance is: (Give purpose on line below).

Options to receive advance:

- ACH
- CASH Note the denomination of bills required _____
- CHECK
- WIRE TRANSFER Wiring Instructions: ABA# _____ Account # _____

START DATE:

COMPLETION/RETURN DATE:

Date fund to be **returned to FMO** (Accounting Due Date): _____

A voucher to substantiate the working fund must be submitted to FMO by the Accounting Due Date. Accounting due date is 30 days after return date or after specific need has ended. This should be the final date of the disbursement of funds, not necessarily the final date of the project. When repaying the working fund, please refer to the A/R invoice number in the invoice field on your voucher. Please note, taxability is based on completion date, not the accounting due date.

I hereby acknowledge responsibility for the working fund described above. As fund custodian, I understand and accept the fact that I am personally responsible for all funds entrusted to me until the monies are returned to Financial Management Operations or until I am relieved of that responsibility by the completion of a transfer of the funds to another individual by means of a new custodial receipt. I also understand that a complete accounting of all expenditures, supported with receipts, will be made and that these funds are to be used only for the purpose specified above. Use of these funds for any other purpose, including check cashing, is forbidden, and no bank account in the name of Texas A&M University may be opened for deposit of these funds. I have also received a copy of System Regulations 21.01.02 dealing with cash handling control procedures and will familiarize myself with it.

Past Due Working Funds are subject to taxation at 120 days from the completion date. Employees with Working Funds are subject to a FAMIS hold at 60 days from the completion date.

I have read the above _____
Custodian

APPROVED: _____
Department Head

For FMO Use Only: Invoice: _____

Screen: 104/109

Vendor ID #: _____ Doc Type: _____

Invoice Date: _____ Due Date: _____

Account: 011146-1615 Bank: _____ Amount: \$ _____

Screen 610: WF68 _____ A/R: Dept. = GL Type = WF Account: 011146-1615 Amount: \$ _____