

STATE OF ARIZONA
DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING OFFICE

REQUEST FOR REVOLVING FUND

All fields above the instructions section on this form must be filled out by the agency.

- NEW REQUEST
 INCREASE / (DECREASE)
 CUSTODIAN CHANGE
 CLOSE OUT

From: (Agency)	To: General Accounting Office	Date:
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Previous Revolving Fund Balance: \$ _____	AFIS Fund #	Appropriation #	Object or Revenue Source [] 7551 [] 4821 (See Accounting Manual Topic 20, Section 11 for appropriate Object or Revenue Source)
Change: Increase / (Decrease): \$ _____			
New Revolving Fund Balance: \$ _____			

REQUEST AND CERTIFICATION

In accordance with ARS §35-193, I hereby request the establishment of, or changes to the revolving fund for the amount and accounting data specified above. This fund will be used for the purpose of making change for cash outlays, postage, supplies and other minor disbursements. This fund may consist of working cash, petty cash and/or a checking account.

I certify that the expenditures from the revolving fund will be for a valid public purpose and consistent with applicable statues, laws, appropriations, grants and contracts. I certify that sufficient appropriation and monies are available for the expenditures, and that I am authorized to disburse these monies. I also certify that I will administer the revolving fund in accordance with policies and procedures established by the Arizona Department of Administration.

The following agency official is the designated custodian of the revolving fund and is charged with handling and accounting procedures.

Signature of Fund Custodian

Signature of Agency Head

Name & Title of Fund Custodian (Please Print or Type)

Name & Title of Agency Head (Please Print or Type)

INSTRUCTIONS: Submit the completed request to the General Accounting Office (GAO) for approval. See the State of Arizona Accounting Manual Topic 20, Section 11, Imprest Funds, Revolving Funds and Petty Cash for more information.

ARS §35-193; **REVOLVING FUNDS**, states that:

A. The supervisory official of a budget unit may apply to the Department of Administration to provide a revolving fund in an amount which will allow the budget to pay operating expense items under procedures prescribed by the Department of Administration.

B. The application for a revolving fund shall state the purposes for which required, the amount deemed necessary and the particular person who shall have custody of and be charged with the handling and accounting of the fund and the appropriation or other fund to which the revolving fund is to be charged.

C. The Department of Administration shall review the application as to purpose and reasonableness of amount requested and if acceptable may draw a warrant to the order

of the officer applying therefor, and charge the amount thereof against the appropriation or other fund of that budget unit as requested.

D. The manner of accounting for a revolving fund shall be as prescribed by the director of the Department of Administration. A revolving fund established under this section does not revert to the state general fund at the end of the fiscal year.

E. At the request of the director of the Department of Administration, the applicant shall return to the State Treasurer the full amount of the revolving fund or amount requested, and no claims for services of the officer applying therefor or the head of the budget unit shall be paid until such request has been complied with.

GAO APPROVAL SIGNATURES

Agency Accounting Services - GAO

Signature and Date

General Accounting Administrator - GAO

Signature and Date