

STATE OF ARIZONA
DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING OFFICE
REQUEST FOR REVOLVING FUND

- NEW REQUEST
 INCREASE/DECREASE
 CUSTODIAN CHANGE
 CLOSE OUT

(Agency)

Date

From:

To: General Accounting Office
(thru JLBC if fund exceeds \$50,000)

Previous Revolving Fund Balance: \$ _____
Change: Increase / (Decrease): \$ _____
New Revolving Fund Balance: \$ _____

AFIS Fund #

Appropriation #

Object or Revenue Source
[] 7551 [] 4821
(See Accounting Manual Topic20,
Section 11 for appropriate Object
or Revenue Source)

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 statutes, 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 of Fund Custodian (Please Print or Type)

Title of Fund Custodian (Please Print or Type)

INSTRUCTIONS: Submit the completed request to the General Accounting Office (GAO) for approval (via JLBC if request exceeds \$50,000.00). If the agency does not have on-line access to AFIS, a claim (form GAO 504NA) can be sent to GAO with the original request. The claim should indicate it is for the purpose of establishing or changing a revolving fund and must be signed by the fund custodian.

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 applicable 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. The department shall not approve an amount of more than fifty thousand dollars for a budget unit without approval of the Joint Legislative Budget Committee.

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.

APPROVAL SIGNATURES

Total amount approved by the Joint Legislative Budget Committee (if over \$50,000.00):

\$ _____

Joint Legislative Budget Committee

Denied on _____ Via letter attached

Approved on _____ Via letter attached

Agency Accounting Services - GAO

General Accounting Administrator - GAO

Signature and Date

Signature and Date