

Department of Administrative Services – State Accounting Enterprise

Request to Establish a New Fund

PART 1 - To Be Completed by Requesting Department

Department Name \_\_\_\_\_ Department Number \_\_\_\_\_

Statutory Authority to Establish New Fund \_\_\_\_\_ (Attach Authority to this Request)

Suggested Name of New Fund \_\_\_\_\_

Suggested Short Name of New Fund (Limited to 15 characters) \_\_\_\_\_

Will Earned Interest be Credited to the Fund? Yes → Authority: \_\_\_\_\_

No

Funding Source \_\_\_\_\_

Fund Description \_\_\_\_\_

\_\_\_\_\_

Signature Title Date

PART 2 - To Be Completed by Department of Management

Approved Denied Fund Number \_\_\_\_\_

1/3 Fund Type \_\_\_\_\_ GAAP Fund Type \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Signature Title Date

PART 3 - To Be Completed by Department of Administrative Services

Approved Denied GAAP Fund Type \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Signature Title Date

For SAE Office Use Only

System Entered Date Signature