



# STATE OF IOWA

DEPARTMENT OF REVENUE AND FINANCE  
MICHAEL RALSTON, DIRECTOR

TO: All Financial Managers AC200314

FROM: Trina Brietske, Daily Processing Program Manager

DATE: June 16, 2003

SUBJECT: Intranet IFAS FORMS & MISC Updates [Effective 7/1/03](#)

## **Please pass this information to the appropriate personnel.**

The following forms have been updated to reflect the new name of Department of Administrative Services effective 7/1/03. You can locate these forms at <http://www.intranet.state.ia.us/cgi-bin/drf/frames.htm>, under the **000-Updated Documents**. These new forms will be moved under the IFAS MISC on July 1. (Note: Some agencies have created look alike forms, please remember to make the changes to reflect the new department name.

Appeal Board Claims-Administrative Process  
Authorized Signature Form  
Electronic Funds Transfer (EFT) Authorization Form  
Request for IFAS Access  
Pre-Contract Questionnaire  
Pre-Auditor's Authorized Signature Form  
Request to Establish New Fund  
Request For Outstanding Warrant Action  
Request to Exception to State-wide Policy  
\*Duplicate Affidavit- (\*the update on this form is still being worked and will be added to the Intranet as it is completed.)

If you have any questions please feel free to contact me at [Trina.Brietske@idrf.state.ia.us](mailto:Trina.Brietske@idrf.state.ia.us), or (515) 281-4497.