Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	240.301	1 of 1	July 1, 2003 Revised 6/1/06
Subject	MISCELLANEOUS NEW FUND REQUESTS		

1. Upon written approval of the Department of Management and DAS-SAE, new funds may be established by State departments in the State budget and centralized accounting systems. The request for new fund form may be found at:

   https://das.iowa.gov/state-accounting/manuals-forms-references/forms

Part I. To be completed by the Requesting Department

2. Requests for the establishment of the fund shall be in writing on the New Fund Request Form and signed by the appointing authority of the department or his/her designee.
3. The Statutory Authority to Establish New Fund is a required field. This may include the Code of Iowa, Senate and House Files, Federal Legislation, etc.
4. Interest is credited to a fund only if appropriate statutory authority exists and reported on this form.
5. The description of the fund should include, but is not limited to, where the account will receive its funding, the purpose of the fund, and who will have spending discretion over the fund. If applicable attach the enabling legislation, code section, etc.

Part II. To be completed by the Department of Management

6. The Department of Management will review Part 1 of the form for completeness and accuracy. They will either approve or deny the request.
7. If the request is denied, it will be returned to the department with a response as to why.
8. If the request is approved, it will be forwarded to DAS-SAE and added to the budget system.

Department of Administrative Services - State Accounting Enterprise

Request to Establish New Fund

PART I. To Be Completed by Requesting Department

Department Name _____ Department Number _____

Statutory Authority to Establish New Fund *(Please Attach)* _____

Suggested Name of New Fund _____

Suggested Short Name of New Fund *(Limited to 15 characters)* _____

Requested GAAP Fund Type _____

Will Earned Interest be Credited to the Fund? ☐ Yes Authority: _____

☐ No

Funding Source: _____ Federal _____ State _____ Other *(Please specify below)*

Fund Description:

Signature _____ Title _____ Date _____

PART II. To Be Completed by Department of Management

Approved ☐ Denied ☐ Account Number _____

I/3 Fund Type _____ GAAP Fund Type _____

Comments:

Signature _____ Title _____ Date _____

PART III. To Be Completed by Department of Administrative Services

Approved ☐ Denied ☐ GAAP Fund Type _____

Is GAAP Conversion Necessary? ☐ Yes ☐ No

Comments:

Signature _____ Title _____ Date _____

System Entered Date: _____ Signature _____

Part III. To be completed by DAS-State Accounting Enterprise

9. DAS-SAE will review the form for completeness and accuracy. They will either approve or deny the request.
10. If the request is denied, it will be returned to the department with a response as to why.
11. If the request is approved, a copy of the form will be returned to both the requesting department and the Department of Management and the fund will be added to me /3.