

## Section 06.05.02

# TEMPORARY WORKING FUND

### Request Procedures

All issuances of temporary working funds are required to have advanced written approval by the AVP/Comptroller of Texas A&M University-Corpus Christi. All departments requesting temporary working/change funds are required to submit a completed Certification of Departmental Cash Handling Procedures form and a Temporary Working Fund Request Form to the AVP/Comptroller's Office at least **three** weeks in advance of their event to allow time for review and processing. These forms can be found online on the [Accounting Services](#) website.

The person being issued the temporary working fund must be an employee of Texas A&M University-Corpus Christi and must be the person that picks up the money at the Business Office. A form of ID is required when picking up the temporary working fund. Students and/or student employees are not eligible to be working fund custodians.

Once approval has been obtained, the Temporary Working Fund Request Form should be taken to the Business Operations Supervisor (BOS) or the Assistant Bursar (AB) in the Business Office where the BOS or the AB will review and issue the approved amount to the person on the form. A picture ID and signature will be required to complete the transaction. The BOS or the AB will maintain ownership of the original form until the funds are returned and receipt of funds is acknowledged on the form.

Temporary Working Funds must be returned to the Business Office no later than the next business day following the end of the event date as listed on the Temporary Working Fund Request Form. Receipt Books, lock bags, and/or endorsement stamps must also be returned at this time.

The Temporary Working Funds must be returned to the Business Operations Supervisor (BOS) or the Assistant Bursar (AB) directly. Do not have these funds deposited. The BOS or the AB will verify and acknowledge receipt of the funds and any applicable receipt books, endorsement stamps, and/or zip lock bags with key. A copy of the original Working Fund Request Form with the proper acknowledgements will be issued as the final step.

Print Form

### Temporary Working Fund/Receipt Book Request Form

Working Funds Custodian/ Title  Faculty  Staff

Department:  UIN/Last 4 digits of SSN:  Telephone No.:

Amount Requested:  Account No.:

Funds will be used from this date:  until this date:

**Note:** Working Fund Custodian must show proof of identification when picking up funds from Business Office. Funds will only be issued to Working Fund Custodian. Background check must be on file in Human Resources. Proof of Cash Handling training required. Proof of PCI Training if credit cards will be accepted.

If request is for receipt book only, please check:

Credit cards will be accepted:  Yes  No

Purpose for Funds/Receipt Book:

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State where and how funds will be secured:

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**For Comptroller's Office Use Only:**

Background Check on file?  Yes  No      Cash Handling training on file?  Yes  No

Department cash handling procedures on file in Comptroller's Office?  Yes  No

PCI training on file?  Yes  No  N/A

Verification Signature \_\_\_\_\_

Receipt Book Requested:  Yes  No      Beginning Receipt No.

\_\_\_\_\_  
 Department Head/Business Coordinator  
 Approval Signature

\_\_\_\_\_  
 AVP and Comptroller/Assistant Comptroller  
 Approval Signature

Receipt of Funds:

Signature \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge receipt of the above mentioned funds and agree to return the funds upon completion of the event.

Return of Funds:

Signature \_\_\_\_\_ Date \_\_\_\_\_

The funds were returned to Business Office Supervisor.