Section 06.05.02
TEMPORARY WORKING FUND

Request Procedures

All issuance of working funds are required to have advance written approval by the Comptroller of Texas A&M University-Corpus Christi. A request for approval to obtain temporary working funds can be accomplished by submitting a complete Temporary Working Fund Request Form to the Comptroller for approval.

The required information on this form must include the following: Name and UIN/last 4 of SSN of the person making the request, the amount the beginning and ending date period the funds will be used for, a detailed purpose for needing these funds, and where and how the funds will be secured.

Once approval has been obtained, the Temporary Working Fund Request Form should be taken to the Cash Operations Manager (COM) in the Business Office where the COM 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 COM will maintain ownership of the original form until the funds are returned and receipt of funds is acknowledged on the form.
Temporary Working Fund Request Form

Person requesting funds: ________________________________
Amount requested: ________________ Telephone No: ____________
Funds will be use from this date _____________ until ______________

Purpose for Funds:

State where and how funds will be secured:

Comptroller's 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 the Cash Operations Manager: __________________