



MEMORANDUM

TO: Marilyn Maynard, Assistant Controller, TAMU

FROM: _____

DATE: _____

RE: Request for Working Fund

Please establish a working fund (check made payable to _____
_____ include social security number or FEIN number or
cash) in the amount of \$ _____ from account # _____.

The purpose of this fund is:

We request the fund be available on _____. The fund will be returned to
the MSC Accounting Office on _____ and returned to the Fiscal Department
on _____ (MSC Acct. to complete).

Please feel free to contact me at _____ should you have any questions.

_____, from the MSC Accounting Office, is authorized to
pick up this working fund.

Thank you.

APPROVED: _____
Kathryn Symank Date

RECEIVED: _____
Requestor Date

I have received and understand the cash handling procedures. _____

