

## APPLICATION TO ESTABLISH A FUND

Agency: \_\_\_\_\_ Business Area #: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Official Name of Fund: \_\_\_\_\_

Purpose and Description: \_\_\_\_\_

Will Fund be used for payroll? \_\_\_\_\_ Yes \_\_\_\_\_ No

Source of Revenue: \_\_\_\_\_

Legal Authority: (please attach) \_\_\_\_\_

**For all funds**, will fund retain interest? Yes No **If yes**, legal authority: \_\_\_\_\_

**For Bond Fund only**, please specify fund that retains interest: \_\_\_\_\_

Legal Authority for Bond Fund interest: \_\_\_\_\_

Requested Fund Number (10 digits): \_\_\_\_\_

Fund Application/Functional Area (6 digits): \_\_\_\_\_

Program Number/Functional Area (8 digits): \_\_\_\_\_

Cost Center (10 digits): \_\_\_\_\_

(Please use your Cost Center Spreadsheet if there are additional fund/cost center combinations).

Contact for questions: \_\_\_\_\_

\_\_\_\_\_  
Signature of Agency Head

Phone Number: \_\_\_\_\_

### FOR DFA USE ONLY

Class: \_\_\_\_\_

Category: \_\_\_\_\_

Budgetary Function: \_\_\_\_\_

CAFR Function: \_\_\_\_\_

Fund Balance Account: \_\_\_\_\_

Government-Wide Indicator: \_\_\_\_\_

Unbudgeted Fund Indicator: \_\_\_\_\_

GAAP Fund Type: \_\_\_\_\_

DFA/OFM Signature \_\_\_\_\_

Date \_\_\_\_\_