



The Texas A&M University System
Texas A&M Engineering Extension Service

Standard Administrative Procedure

[TEEX 21.01.03.N0.02] [Temporary Working funds]

Approved: September 1, 2008

Revised: April 30, 2012

Revised: October 20, 2015

Revised: December 3, 2021

Next Scheduled Review: December 3, 2026

Summary

Temporary Working Funds may be used to make change at an official TEEX event or class and must follow Texas A&M University System policies and regulations.

Requirements

1. All requests for a temporary working funds for transacting official business must be made in writing to the Financial Services Cashier indicating the amount desired and specific purpose for which the funds will be used. The request must be made through the Division Business Manager/Officer. Please allow five working days for processing your request.
2. Funds must be kept safe and secure. Funds may not be converted to Traveler's Checks, deposited into personal bank account, or kept personally. No new checking account may be set up using the Texas A&M Engineering Extension Service name or taxpayer identification number. The person responsible for the funds must ensure the funds are safeguarded from theft and loss. The funds cannot be used for personal gain.
3. Temporary working funds must be returned to the Financial Services Cashier at the completion of the event or class. All temporary working funds must be returned within 30 days of the issue date.

Quality Assurance Measures (Required)

- All working funds are assigned a sequential number by fiscal year for tracking and reconciliation purposes.
- Temporary working fund accounts are reconciled by Financial Services on a monthly basis to ensure requested funds are returned within the 30-day time period.

Related Statutes, Policies, or Requirements

Supplements [System Policy 21.01](#) and [System Regulation 21.01.03](#)

Office of Responsibility

Financial Services

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