

## Procedures

- **Establishment of New Revolving Fund**

1. Complete the “Request to Establish a New Revolving Fund” form
2. Write a cover letter requesting a new Revolving Fund account from an Agency Head or Division Director, addressed to the Department of Financial Services, Chief, Bureau of Accounting
3. Send #1 and #2 electronically to [newaccountcode@myfloridacfo.com](mailto:newaccountcode@myfloridacfo.com)

- **Increase a Revolving Fund**

1. Complete the “Request to Increase a Revolving Fund” and the “Schedule of Disbursements – Revolving Fund” forms
  2. Write a cover letter requesting an increase of Revolving Fund from an Agency Head or Division Director, addressed to the Department of Financial Services, Chief, Bureau of Accounting. It should include a brief justification for needing the fund increased.
  3. Locate the bank statement for the last two months
  4. Send #1, #2, and #3 electronically to [newaccountcode@myfloridacfo.com](mailto:newaccountcode@myfloridacfo.com)
- \*Procedures for the temporary increases are the same as above except a cover letter should state the duration of the temporary increase.

- **Decrease a Revolving Fund**

1. Complete the “Request to Decrease a Revolving Fund” form
2. Write a cover letter requesting a decrease of Revolving Fund from an Agency Head or Division Director, addressed to the Department of Financial Services, Chief, Bureau of Accounting. It should include a brief justification for decreasing the fund.
3. Send #1 and #2 electronically to [newaccountcode@myfloridacfo.com](mailto:newaccountcode@myfloridacfo.com)

- **Close a Revolving Fund**

1. Write a letter addressed to the Department of Financial Services, Chief, Bureau of Accounting asking that the fund be closed. It should include an explanation of why the fund is no longer needed, confirmation that all outstanding checks written have cleared the account, and all reimbursements to the account have been processed.
2. Send #1 electronically to [newaccountcode@myfloridacfo.com](mailto:newaccountcode@myfloridacfo.com)