Guidelines for Completing the General Working Fund Request Form

1. Payee name (Last name, First name) or Company to be printed on check

2. A short description (under 30 characters) - this will print on check

3. The full typed chartstring (all 7 sections/boxes)

4. The amount - supporting paperwork must reflect the total requested

5. Department name

6. Requester person - must be able to assist if issue occurs

7. Date request is submitted to Working Fund

8. Email address of requester

9. Phone number to reach requester

   Note: If the requester is unable to pick up check(s) when ready, an email must be sent to Working Fund with the name of the party that will pick up check. The pick-up person must bring a copy of the email to Working Fund when picking up the check(s).

10. Department Head signature (SEE Signatory Authority Forms in your dept. for a list of approved signers).

11. Print the name of the Dept. Head who signed above

12. The title of the Dept. Head

13. Date all forms that require a signature

*** Copies or electronic signatures are not allowed.
# General Working Fund Request Form

<table>
<thead>
<tr>
<th>Payee Name: (Last, First MI)</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memo/Description: (Maximum 30 characters - will be printed on check)</td>
<td>2</td>
</tr>
</tbody>
</table>

### Account | Project ID | Fund | PCBU | owner Department | TransactIon Dept | Program | Amount |
|------------|------------|------|------|------------------|------------------|---------|--------|

<table>
<thead>
<tr>
<th>Requesting Department Name:</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor /Contact Person:</td>
<td>6</td>
</tr>
<tr>
<td>Date:</td>
<td>7</td>
</tr>
<tr>
<td>E-mail:</td>
<td>8</td>
</tr>
<tr>
<td>Phone:</td>
<td>9</td>
</tr>
</tbody>
</table>

**Department Head or Designee Signature** *(Signature must be on file in Financial Services)*

**Department Head or Designee Name** *(Please print/type)*

**Title:** 12

**Date:** 13

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No one can approve a check made payable to themselves. Refer to Administration & Finance policy #3352 for the Working Fund.

If you have questions call 410-706-6746 or 410-706-1485

Return original form and supporting documentation to:

General Working Fund
Financial Services
The Saratoga Building- Room 02-125
220 Arch Street
Baltimore, MD 21201

FSF-180 (Revised 08/13)