

Questionnaire for Establishing Agency Funds - Instructions

An organization must submit a written request for a new agency Index (FOPAL) through a new fund request to AFR. At the same time, please submit a Questionnaire for Establishing Agency Indices (FOPALs). AFR will decide if the index (FOPAL) request meets the definition of an agency index (FOAPAL). If it is determined that an agency index (FOPAL) is appropriate, an index (FOPAL) will be set up. An authorized person must be assigned to the index (FOPAL), and will be the contact person. They must have the authority to approve the disbursement of monies for the organization. The organization must provide an unrestricted index and fund number to charge, should the agency fund have a deficit balance at the end of any fiscal year.

**Submit Questionnaire for Establishing Agency Funds form and New Fund Request Form to:
Accounting and Financial Reporting, MSC AFR**

