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| **Request Type** | Choose an item. | **If Request Type is Change or Inactivate, enter existing Fund No.** |       |
| **Fund Data** |
| Type: | CAPITAL |
| Budget Fiscal Year: |      |
| AFS Fund: |     |
| Agency: |     |
| Means of Finance: | Choose an item. |
| AFS Appropriation Unit: |     |
| Fund Name: |       |
| Fund Description: |       |
| Justification for Fund: |       |
| **Requested by** |
| Name: |       | Telephone: |       |
| Email: |       | Date: |       |
| **Approved by** |
| Name: |       | Telephone: |       |
| Email: |       | Date: |       |

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| --- | --- | --- | --- |
| Signature: |  |  |  |

 *\*Signature is not required if form is emailed from the authorized approver.*

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| --- | --- |
| **Return Approved Forms To:** | DOA-LAGOV-ISG@la.govFax: 225-219-6722 |
|  |  |
| **Questions:**  | Call: 225-342-2677 |

**CAPITAL FUND MASTER RECORD REQUEST INSTRUCTIONS**

|  |  |
| --- | --- |
| REQUEST TYPE | **New Fund** – Select when adding a **new** Capital Outlay Fund that does not exist in SAP.**Change Fund** – Select when changing an **existing** Capital Outlay Fund in SAP.**Inactivate/Delete Fund –** Select when inactivating or deleting an **existing** Capital Outlay Fund inSAP. |
| IF REQUEST TYPE IS CHANGE OR INACTIVATE | Field length (10). Alpha/numeric. Enter the existing Capital Outlay Fund that needs to be changed or inactivated. |
| FUND TYPE | Defaults to CAPITAL. |
| BUDGET FISCAL YEAR | Field length (4). Numeric. Enter the budget fiscal for the Capital Outlay Fund. |
| AFS FUND | Field length (3). Alpha/numeric. Enter the AFS Fund number. |
| AGENCY | Field length (3). Numeric. Enter the AFS Agency number. |
| MEANS OF FINANCING | Select the appropriate Means of Financing.* **1 – LINE OF CREDIT**
* **2 – BOND**
* **3 – GENERAL FUND**
* **4 – SELF-GEN**
* **5 – FEDERAL**
* **6 – STAT DED**
* **7 – IAT**
* **8 – OTHER**
 |
| AFS APPROPRIATION UNIT | Field length (3). Alpha/numeric. Enter the Appropriation Unit from the APPR UNIT field on the EAP2 screen in ISIS/AFS. |
| FUND NAME | Field length (20). Alpha/numeric. Enter the Fund name using the APPR SHORT NAME field on the EAP2 screen in ISIS/AFS as a reference. |
| FUND DESCRIPTION | Field length (40). Alpha/numeric. Enter the Fund description using the APPR NAME field on the EAP2 screen in ISIS/AFS as a reference. |
| JUSTIFICATION FOR FUND | Enter a brief explanation describing your need for the requested fund, citing the legal authorization (e.g., Act(s) of the Legislature, LA Constitution, Revised Statute(s)), if applicable. |
| REQUESTED BY | Enter the name, telephone number, and email address of the person preparing this form; enter the date the form is being prepared.  |
| APPROVED BY | Enter the name, telephone number, and email address of the person approving this form; enter the date the form is being approved.  |
| RETURN | Return approver signed forms via email or fax to the ISG. Signature is not required if form is emailed directly from the authorized approver.  |