

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	FUNDS	SUB-SECTION 04.20.00
SECTION	ESTABLISHMENT OF FUND	ISSUANCE DATE JULY 15, 2008
SUB-SECTION		REVISED - 2018

**ESTABLISHMENT OF FUND**

To establish a fund, the [Application to Establish Fund](#) form should be submitted to the DFA Office of Fiscal Management (OFM) via email at: [ofm.bfm@dfa.ms.gov](mailto:ofm.bfm@dfa.ms.gov).

The agency must provide the purpose and description of the fund along with the legal authority. A copy of the enabling legislation should be attached to the fund request. If the fund is to retain interest, the box must be checked along with the legal authority stating that this fund will retain interest.

The agency may either request a fund number or leave the fund number blank for OFM to assign. **Only numerical fund numbers are allowed.** The 6 digit-Fund Application/Functional Area Number, 8-digit Functional Area/Program Number and 10-digit Cost Center Number must be indicated on the form. If the fund will be associated with multiple cost centers and functional areas, the cost center spreadsheet should be updated with these combinations and forwarded to OFM along with the Fund Application form.