



## REQUEST FOR SDO ACCOUNT ESTABLISHMENT, ADJUSTMENTS AND NEW OFFICER

State Form 49068 (R5 / 11-10)  
Approved by Auditor of State, 2010  
Approved by State Board of Accounts, 2010

<i>Please use this form, with a justification letter, to request a new SDO Account or to request adjustment to an existing one.</i>		
Date (month, day, year)	Local purchase number	
Name of Business Unit	Business Unit Number	
Name of Business Unit Head	Telephone number	
Fund	Account	
<b>For Establishment of a new Account:</b>		
Name of new SDO		
As a new SDO, are you also a procurement agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Requested amount:	
Requested single-purchase limit:	Requested major accounts:	
<b>For Adjustments to Existing Account:</b>	<b>REQUESTED</b>	<b>CURRENT</b>
Advance Amount:		
Major Accounts:		
Single-Purchase Limit:		
<b>For Transfer of SDO Funds to new Special Disbursement Officer:</b>		
Name of new SDO:	As a new SDO, are you also a procurement agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I accept the responsibility for the above advance as outlined in Chapter 6 of the Accounting and Uniform Compliance Guidelines Manual for State Agencies (State Accounting Manual) and in policy and procedure memorandums issued by the Department of Administration and the Auditor of State.		
Signature of SDO	Date (month, day, year)	
<b>Approved:</b>		
Signature of Business Unit Head	Date (month, day, year)	
Signature of Commissioner, IDOA or Designee	Date (month, day, year)	
Signature of Auditor of State or Designee	Date (month, day, year)	

**Please attach this form to your justification letter.**