

REQUEST FOR FSCU APPROVAL AND FISCAL POLICY ASSISTANCE — 7040

(Revised: 0806/20262)

~~Agencies/~~Departments may request approval, ~~or~~ fiscal policy clarification, and/or assistance from the Department of Finance, Fiscal Systems and Consulting Unit (FSCU), as required by applicable SAM sections ~~of the State Administrative Manual (SAM), by emailing fscuhotline@dof.ca.gov. If the level of assistance is beyond the scope of the hotline or if formal approval is required, departments may submit a written request by following the instructions below.~~

~~Agencies/~~Departments may submit ~~a the request as a~~ PDF with a digitally certified signature ~~of on the written request on~~ departmental letterhead with the required supporting documentation to fscuhotline@dof.ca.gov ~~fscuhotline@dof.ca.gov~~ or mail the signed hardcopy to:

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Department of Finance, A-15
Fiscal Systems and Consulting Unit, ~~IMMS A-15~~
~~Department of Finance~~
915 L Street
Sacramento, CA 95814

The request must include all pertinent information necessary for FSCU to review and make a determination, including but not limited to~~The request must include all pertinent information necessary to review and respond to the request, such as:~~

- A description of the request, including the current process if a change is proposed.
- Information required by the applicable SAM section.
- Justification for the request.
- Details of the costs involved.
- Completed forms, if required (e.g., Request to State Controller to Establish or Amend Special Deposit Fund Account form, AUD 10 ~~for Special Deposit Fund accounts~~).

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Contact name, e-mail address, and telephone number.

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