San Bernardino County Superintendent of Schools
Transforming lives through education
Ted Alejandre
County Superintendent

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS
DISTRICT FINANCIAL SERVICES

REQUEST TO CLOSE FUND/RESOURCE (SUB-FUND)

SECTION 1 (To be completed by School District)

District Number:	District Name:
Fund Number:	Fund Name:
Resource (Sub-Fund) Number:	Resource (Sub-Fund) Name:
District Contact:	Phone Number:
Authorized Agent Signature:	Date:

Please attach Board Certification, formal request on letterhead stating where residual interest should be redirected, and if fund 35:

- Final Accounting Review of Project Financing & Expenditures
- Confirmation letter of Audit Completion
- If closing fund 30 to 35, Project Processing Declaration Form

Electronic copies may be sent to DFS.Accounting@sbcss.net

SECTION 2 (To be completed by District Financial Services)

SAP Fund:	Redirect Interest to F2K/SAP Fund:

Current FY

☐	Interest Redirection Notice to ATC	☐	Interest Redirection Notice to BAS
☐	FAGLB03 Confirming $0.00 BAL	☐	F2K County Cash Report $0.00 BAL
☐	F2K Account Link Disable, deselect to roll	☐	Field Def Disable & deselect to roll
☐	EAS Deactivate FAS Mapping	☐	EAS Deactivate SAP Mapping
☐	Update Cost Center Report	Validated by:	

Following FY

☐	Fund Master Data Request Form (Deactivate) to ATC	☐	Update Fund Status Log
☐	Update Field Def – Closure Date	☐	Notification to District
	Notification to BAS	Validated by:	