

Statewide Operating Form

Owner: Minnesota Management and Budget, Accounting Services

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Last Updated: April 21, 2025

Request to Open Closed Year Appropriation and/or Reinstate Cancelled Money Form

Submitter's Name:		Submitter's Title:	
Email:		Phone:	
Agency Name:		Budget Period:	
Business Unit Number:		Purchase Order Number:	
Appropriation ID:		Fund:	
Appropriation Name:		Amount Requested for Reinstatement (If applicable)	

Please answer the following questions regarding your request for reinstatement.

MS 16A.28 subdivision 4 imposes a strict 90 day period to complete reinstatements for cancelled funds. Please allow ample time for your Executive Budget Officer to review and approve your request. If sufficient documentation or explanation cannot be provided within the 90 day window, it will not be possible to approve reinstatement requests.

1. Were the goods ordered or services rendered before legal authority for the funding lapsed?

Yes

No

2. What is the legal authority to spend money for the period in question?

Reinstatement under 16A.28, sub 4 – General Lapse (3 month timeframe)

Open for Error Correction (Other Legal Authority – please specify)

3. Does funding need to be reinstated from a cancellation?

Yes

No

4. What are the types of goods or services involved and the corresponding account codes for the purchase?

5. What was the nature of the error(s) that were made?

6. What steps have been put in place to avoid this error in the future?

7. The Appropriation Maintenance Application (AMA) transaction number is required to be provided. Check the relevant boxes next to the other documentation that is attached to the form (Note: Your EBO may request other additional information).

AMA transaction number (required)

Encumbrance/cancellation documentation from SWIFT

Agency encumbrance documentation

Other Documentation

Agency Certification

I have reviewed and approved this request for reinstatement to be submitted to MMB. The services, materials, or supplies to be paid for with these funds were furnished in good faith without collusion, without intent to defraud, and reinstated funds will be spent on the original purpose of the encumbrance. Attached is supporting documentation, which include copies of original invoices, encumbrance documentation and cancellation information.

Agency Head or CFO Signature		Date	
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Signatures Required – Agency can email the Executive Budget Officer (EBO) at MMB when Agency portion is completed.

Executive Budget Officer Approval		Date	
REQUEST DENIED		Date	
REASON			

SWIFT Module Support Approval		Date	
REQUEST DENIED		Date	
REASON			

SWIFT Module Support Use Only	
Date Opened	
Date Closed	