INTERNAL ORDER

Note: Please contact the Division of Fiscal Services for further information on the Internal Order Establishment process.

Section I

ORDER TYPE(1) **GR05 Grantor-Funded Program (FP) Bond Funds**	
INTERNAL ORDER NUMBER(2) (1st Digit) **L-State Integrated Water Management (SIWM)**	(Remaining Digits) **B L 0 9 S Q C C 1 5 0**
ORDER TITLE(3) **Consulting Contracts**	
DESCRIPTION OF WORK(4) **Consulting Contracts Related to Climate Change Impacts - Surface Storage under Proposition 84 - Complete Surface Storage Planning and Feasibility Studies.**	
FUND(5) **6051S72009**	FUNCTIONAL AREA(6) **WR 101003502000**
FISCAL YEAR(7) **2009-10**	FUNDED PROGRAM NUMBER(8) (IO TYPE GR05 ONLY) **3860 101003502000**

Section II

DIVISION **Statewide Integrated Water Managment**	
PROGRAM MANAGER (PRINT) John Andrew	PROGRAM MANAGER SIGNATURE DATE
DIVISION/REGION/OFFICE PROGRAM CONTROL/AO (PRINT) Millie Simmons	DIVISION/REGION/OFFICE PROGRAM CONTROL/AO SIGNATURE DATE

Section III

DATE RECEIVED	APPROVED BY	DATE
INTERNAL ORDER NUMBER	FUNCTIONAL AREA	
FUNDS CENTER	FUND	
INTERNAL ORDER NUMBER (Biller)	FUNCTIONAL AREA	
FUNDS CENTER	FUND	
HELP DESK TICKET NUMBER	ADDED TO FM DERIVER (TYPE GR01 AND GR02) ☐ **580**	ADDED WRRF TO A-CYCLE ☐

INSTRUCTIONS

This form must be used for all requests to establish Internal Orders.

Section I *Requester completes this section.*

1. Order Type: Identifies the type of order.

2. Internal Order Number: *(Note: Use pull down menu for 1st digit and fill in boxes for remaining digits)*

   Type 0100 Revenue (*For Fiscal Use Only)* Always begins with "1" followed by seven digit State Controller account number. Limit 8 numeric digits.

   Type 0200 Absences/Accruals (*For Fiscal Use Only)* Always begins with "2". Limit 8 numeric digits.

   Type 0300 Line Management/General Management – Always begins with "3" followed by a 4 digit unit number. Limit 8 numeric digits.

   Type 0400 PCD/ACES (*For Fiscal Use Only)* Always begins with "4". Limit 8 numeric digits.

   Type DWR0 SWP/WRRF/Annually Appropriated Funds – Always begins with the Division Letter Designation. Limit 12 alpha or numeric characters.

   Type DWR1 Revenue Bond (*For Fiscal Use Only)* Always begins with the Division Letter Designation. Limit 12 alpha or numeric characters.

   Type GR01 Grantee-External Reimb. Internal Order WITH Interagency Agreement Always begins with the Division Letter Designation and is followed by the six-digit Interagency Agreement number (or 6-digit tracking number) assigned by the Contract Services Office. The two-digit fiscal year must be the 10th and 11th characters. The fund type ("D" for Disbursement or "F" for Reimbursements) must be the last character. Limit 12 alpha or numeric characters.

   Type GR02 Grantee-External Reimb. WITHOUT Interagency Agreement

   Always begins with the Division Letter Designation. The two-digit fiscal year must be the 10th and 11th characters. The fund type ("D" for Disbursement or "F" for Reimbursements) must be the last character. Limit 12 alpha or numeric characters.

   Type GR05 Grantor-Funded Program (FP) BOND FUNDS – Always begins with the Division Letter Designation. The second character is always "B". For additional formatting requirements, contact the Program Manager or Administrative Officer. Limit 12 alpha or numeric characters.

3. Order Title: Limit to 40 characters including spaces.

4. Description of Work: In addition to the description, detail any changes or special requests.

5. Fund: Enter the Fund.

6. Functional Area: Always begins with "WR" and ends with "0000". (Total 16 characters)

7. Fiscal Year: Enter the Fiscal Year.

   Note: For Type GR01 Internal Orders, a copy of the signed contract and completed DWR 1121g must be sent to the Governmental Billings Unit (Room 849 – HQ). A DWR Form 1121g Grant Master Data must be completed every Fiscal Year for each Interagency Agreement.
   For GR05 orders, include Funded Program Number.

Section II *Requesting division completes this section.*

After reviewing the request for accuracy, route for signatures then forward as an attachment with the email sent to DWR Help Desk. Send the signed original to the Funds Management Section (Room 804). Requests for State Water Project Funded Internal Orders should be sent to the Master Data and Cost Analysis section (Room 823).

Section III *Funds Management Section completes this section.*

1. Funds Management Section will notify the requester upon completion of the request.
2. Funds Management Analyst must initial and/or sign in the Approved by field.

Please contact the Funds Management Section (Division of Fiscal Services) for questions regarding this form.