

Agency Accounts

Purpose

To define agency accounts and to outline the procedure for creating, administering, and accounting for agency accounts.

General

An agency account may be established by faculty, staff or student organizations whose

Controller will assist the requestor in opening up the agency account by providing a Faculty/Staff Agency Account Form. The Assistant Controller will determine if the request can be satisfied with an agency account. If the agency account request is deemed appropriate, the Assistant Controller will set up the agency account.

Agency Fund Services

Services provided by the University under the agency arrangement are limited to the following:

- Cash deposits thru the Cashier's Office
- Cash disbursements via Small Order Form or Purchase Requisitions thru the Purchasing Office
- Use of Campus Service Departments (e.g., duplicating, catering, bookstore, etc.)