Request for Trust/Agency Account

Trust/Agency accounts are established only for recognized student and University organizations. Funds are deposited with and disbursed through Business Services, which provides safeguards, controls, and detailed accounting records. For additional policy details please see (Agency Account Policies).

Complete Part 1 of the form and submit it to Business Services, 124 Administrative Services. Direct questions to 308-2799 or in writing to 124 Administrative Services. A copy of this form will be returned to you after your request has been processed.

Part 1. (To be completed by applicant)

Date of Application: ______________________________

Title of Account: ______________________________

Purpose of Account: ______________________________

Source of Funds: ______________________________

Estimated Annual Deposit Amount: ________________________

Employee responsible for the account:
I understand I will receive a report of account status and activity each month. I am responsible for ensuring there are sufficient funds in the account to cover all expenditures. If the responsibility for this account transfers to another employee, I will notify Business Services in writing.

_________________________________________   ______________________
Print Name          Signature

_________________________________________   ______________________
Office Phone               Campus Address

Part 2. (To be completed by Business Services)

Account Approved:____________________  Number:   _____________
(Use this number for deposits, requisitions, and inquiries.)

Account Title: ______________________________________________