

SCSU – Request For 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: _____

Person 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 person, I will notify Business Services in writing.

Club Representative – Printed Name

Club Representative – Signature

Club Representative –Phone

Club Representative – Campus Address

Advisor – Printed Name

Advisor – Signature

Advisor – Office Phone

Advisor – Campus Address

Part 2. (To be completed by Business Services)

Approved: _____

Account Number: _____
(Use this number for deposits, requisitions, and inquires)

Account Title: _____