AGENCY FUND PROCEDURES

It is the responsibility of those individuals or organizations requesting and using agency funds to be aware of and to comply with these procedures and the related policies.

I.   ESTABLISHING AGENCY FOAPAL

    A.   Approval for establishment of an agency fund should be requested by memo to the Director of Accounting and Financial Services. The memo should include:

        1.   Name and type of organization and purpose of FOAPAL.
        2.   Name and position of faculty/staff sponsor authorized to approve disbursements.
        3.   Funding source(s) of the FOAPsigheTd bly Tde (sp)Tjns0r.0002JTca.00h1Tamy0heAabtAgeneyuEsnd Agreemen

II.   DEPOSITS

    A.   Deposits to the FOAPAL are to be made through the University Cashier's Office, using the University's Cash Transmittal Form (go to the Forms Central link under the Admin Tools tab on myGate for a copy of the Cash Transmittal Form). The source of money deposited should be indicated on the Cash Transmittal Form (dues, fees, fund raising, etc.). The Agency FOAPAL is to be listed on the back of all checks deposited.

    B.   Any checks returned by the bank for any reason, and uncollectible, will be charged against the Agency fund; the checks will be given to the faculty/staff sponsor of the Agency FOAPAL, who will then be responsible for collecting the funds.

III.   DISBURSEMENTS

Disbursements from the FOAPAL will be made by an accounts payable clerk in Accounting and Financial Services. Disbursements will not be made in excess of the cash balance in the Agency FOAPAL.

    A.   Checks are to be requested on an Agency Payment Request form (available from the Forms Central link under the Admin Tools tab on myGate), signed by the faculty/staff sponsor. The faculty/staff sponsor should keep a copy of the Agency Payment Request form for bookkeeping purposes.

        Requests for checks must be submitted by 10:00am at least 1 working day prior to the time the checks are needed.

    B.   Most charges for University provided services will be paid on an Inter-Account Bill form (available from the Forms Central link under the Admin Tools tab on myGate), signed by the faculty/staff sponsor. The faculty/staff sponsor should make a copy of the Inter-Account Bill form for bookkeeping purposes.

Some University charges are transferred directly to the accounting system (without using Inter-Account Bills), these entries will automatically be charged against Tw -43.133 out02hnthbnaff3em G16(ed 7 Td [T(w0i)-9(ns)-8(t)-1(Tw -4
nents for the Agency FOAPAL.

estions, please contact Accounting and Financial Services at 4173.

AGENCY FUND AGREEMENT