

UNIVERSITY

AGENCY ACCOUNTS

Agency Account Approval Forms are available in Campus Life and online at http://www.atu.edu/rso/forms_manuals.php. Up to three (3) student officers and the RSO's faculty/staff advisor will need to sign the forms. Signed forms need to be returned to Campus Life, and within five (5) business days your student organization will be assigned an agency account number. To change the current officers/advisor on file and to be able to manage each agency account, you will need to complete a new agency account form in Campus Life.

DEPOSITING FUNDS INTO YOUR AGENCY ACCOUNT:

1. Forms are online at http://www.atu.edu/rso/forms_manuals.php or in the Office of Student Accounts.
2. To complete the form, use 240000 following the agency account number for all deposits. Make sure the account number is correct.
3. Take the form and deposit into the Office of Student Accounts between 8:00 am-4:00 pm, Monday through Friday.
4. Allow four (4) business days for your deposit to be posted to your account.

MAKING PAYMENTS & CHARGES FROM YOUR AGENCY ACCOUNT:

1. Listed officers or advisors will need to obtain a Request for Check form at http://www.atu.edu/rso/forms_manuals.php or from Campus Life.
2. To complete the Request for Check form, you will need to enter the agency account number in the "FUND" location and 240200 in the "ACCOUNT" location. (It is preferred that the request form be typed with the complete name and address of the vendor payee.)
3. If the payee is an individual, you will need to complete a Vendor Number Request form and W-9. Both forms are available at http://www.atu.edu/rso/forms_manuals.php. These forms generate a T# for the individual. Both forms should be completed and submitted to Purchasing Department in Young Building before submitting Request for Check form.
4. Give a complete description of the item purchased.
5. The Request for Check form needs to be signed by one of the students on the signature card and the advisor.

NOTES:

- Allow five (5) business days for the checks to be drawn.
 - Checks will be mailed directly to the vendor unless otherwise indicated on the request.
 - Checks will not be issued unless you attach the original receipts or other detailed documentation to the Request for Check form.
 - The Request for Check form will not be processed if there is not enough money in the account to cover the expenditure.
6. Request for Check forms can be sent to Accounts Payable- Browning Hall 312.

FINANCES OF REGISTERED STUDENT ORGANIZATIONS

All RSOs will be required to maintain an agency account in the Office of Student Accounts and conduct all business transactions there. The residence hall agency account will also be maintained in the Office of Student Accounts. National social fraternities and sororities must maintain an agency account in order to conduct business with the University.

Any money awarded to an RSO by the University for services rendered or as a prize for events, such as Homecoming or other campus activities, will only be deposited in the RSOs on-campus agency account.

The University expects each RSO to anticipate, and meet promptly, its financial obligations. Financial aspects of all events sponsored by RSOs shall have the approval of the faculty or staff advisor. RSOs are urged to arrange for annual audits. In the event of disbanding or inactivation of an RSO, the primary responsibility for properly providing for close-out of RSO accounts and disposition of remaining money rests with the RSO itself.