

Request to Establish Agency Fund

Name of Organization: _____

Faculty/Staff Representative: _____

Responsible Department: _____

Purpose of organization: _____

All spending from Citadel agency funds will follow Citadel disbursement policies. Cash withdrawals will not be permitted. Spending can be accomplished through the use of direct pays or petty cash reimbursements. Spending activities and the monitoring of account balances and budgets is the responsibility of the department. Direct pay requests should be initiated at least 7 business days before a check is needed to ensure it will be processed on time.

Banner Finance access will not be provided to the agency fund owner. The departmental secretary should be able to provide the available balance and transaction detail to the agency fund owner or designee on an as needed basis.

If, for whatever reason, an unrecoverable loss occurs in the agency fund, the department requesting the fund will be responsible for covering the loss and returning the fund to a zero balance.

Signature of Citadel faculty/staff responsible person _____

Email address and phone number (responsible person) _____

Signature of Citadel Department Head _____

Date _____

Financial Services Approval _____

Date _____

Agency fund/index number assigned _____