Procedures for Agency Fund Managers

**Definition:** An agency fund is a fiduciary fund set up by the university on behalf a student or faculty sponsored organization. A student or faculty/staff organization may request an agency fund if it is a university-sanctioned organization which supports or enhances the mission of the university. Refer to Policy 3.1 Agency Funds for additional stipulations related to agency funds.

**Creation of Fund-Org-Program:** The organization sponsor(s) or officer(s) may request the creation of an agency fund Banner Fund-Org-Program (FOP) by completing the Establishing a New Departmental Account (Fund-Org-Program) for Non-Grant Accounts form found in SFA Business Forms. An officer or sponsor of the student organization must sign the completed form. The directions for completing the form can be found in [http://www.sfasu.edu/controller/accounting/](http://www.sfasu.edu/controller/accounting/).

**Routing:** Once the form is complete, it should be routed to the Controller’s Office where it will be given to one of the accountants for their review. If the form is correctly completed, a new Fund-Org-Program shall be established. Indicate on the form a contact name and number so that the information may be transmitted once the Banner FOP is set up or if there are questions about the form.

**Deposits:** Any deposits for the organization should be taken to the Business Office on the second floor of the Austin building. A deposit slip must be completed with the organization’s Fund-Org-59999-Program. The Account code of 59999 is used on all agency fund deposits.

**Disbursements:** The organization should complete the Request for Disbursement from an Agency Account found at [https://ssb.sfasu.edu/sg/WF_FR.reqForDisp](https://ssb.sfasu.edu/sg/WF_FR.reqForDisp). The form should be signed by an officer of the student organization and the sponsor. If the organization is a faculty/staff organization, the form must be signed by two persons. Checks are normally paid weekly on Thursdays, so the signed, completed form should be submitted to Accounts Payable in the Controller’s Office by noon on Wednesday. The organization’s FOP should be indicated on the form and the Account is always 789999. If the check is to be picked up, the name of that person and their Campus Identification (CID) number should be indicated in the Special Instructions box. Otherwise, provide the vendor name, address and federal identification or CID number.