

## Procedures for Agency Fund Managers

**Definition:** An agency fund is a fiduciary fund set up by the university on behalf of 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 (<https://www.sfasu.edu/docs/policies/3.1.pdf>) for additional stipulations related to agency funds.

**Creation of Fund-Org-Program:** The organization officers may request the creation of the agency Fund-Org-Program (FOP) by completing the “Request to Establish an Agency Account” form found in SFA Business Forms <http://www.sfasu.edu/3386.asp>. The form must contain the printed name and signature of all representatives that are authorized to request a disbursement from the account.

**Routing:** Once the form is complete, it should be routed to the Controller’s Office on the second floor of the Austin Building or mailed to: Controller’s Office, PO Box 13035, SFA Station, Nacogdoches, TX 75962-3035. Indicate on the form a contact name and number. If the organization meets the university agency fund requirements and the form is properly completed, the Controller’s Office will assign an agency account (fund-org-program code). After the account has been established, the Controller’s Office will transmit the account information to the contact person.

**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-AGC. The Account code of 59999 is used on all deposits.

**Disbursements:** The organization should complete the Request for Disbursement from an Agency Account found at <http://www.sfasu.edu/3386.asp>. The form should be signed by an authorized representative of the organization (listed on the account form) and the advisor or sponsor. Checks are printed 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.

**Important:** The account representative on any request for disbursement from an agency fund must be listed on the “Request to Establish an Agency Account” form in the Controller’s Office. Therefore, it is important to update the contact information and current account representatives as they change. Consideration should be given to having at least one permanent authorized agency account representative such as an affiliated university department head or employee.