

REQUEST TO ESTABLISH A CLUB AGENCY FUND

Name of Club: _____

Club Advisor's name: _____

Club Advisor's Department: _____

Department Head of Sponsoring Department: _____

Purpose of Club:

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.

To submit, 1) Deliver a hard copy to Bond 247. **or** 2) Email completed form to sjackso8@citadel.edu

Signature of Club Advisor _____

Email & phone number of Club Advisor _____

Signature of Sponsoring Department Head _____

Save a copy of fully completed form to your club file on your computer for future reference.

Financial Services Approval: _____ **Date** _____

Agency fund/index number assigned: _____ **Date** _____