



### AGENCY FUND REQUEST FORM

Agency funds are used to account for resources held by the University as custodian or fiscal agent for student, faculty, or staff member organizations and activities.

#### Student Organizations and Activities

Agency accounts are established for student clubs, student organizations, or workshops sponsored by student groups. Funds deposited in these accounts should represent funds earned or raised by the student organization. Funds allocated to the student organization from institutional funds shall **not** be placed in an agency account.

An agency account will only be provided for bona fide student activities and institution-affiliated student organizations, with approval of the appropriate campus administrative offices such as the Vice President for Student Affairs Office.

Name of Organization: \_\_\_\_\_

Type of Organization/Activity: \_\_\_\_\_

Purpose of Organization/Activity: \_\_\_\_\_

Approved By Vice President of Student Affairs: \_\_\_\_\_ Phone \_\_\_\_\_

#### Faculty/Staff Organizations and Activities

Agency accounts are established for faculty and/or staff organizations and activities such as professional organizations in which faculty and/or staff are members and conferences and workshops sponsored by faculty or staff groups. Agency accounts should not be established for grants or contracts awarded to faculty members as individuals where the research would normally be handle as a departmental research grant or contract.

An account for faculty/staff organizations and activities will only be provided with approval from Academic Affairs for faculty activities or the appropriate administrative office for staff organizations.

Name of Organization: \_\_\_\_\_

Type of Organization/Activity: \_\_\_\_\_

Purpose of Organization/Activity: \_\_\_\_\_

Approved By Vice President for Academic Affairs: \_\_\_\_\_ Date \_\_\_\_\_

Please describe what should be done with any funds in this account once the funds becomes inactive or is no longer needed.

Account Name Requested: \_\_\_\_\_

Requestor's Name (Please Print) \_\_\_\_\_

Requestor's Signature \_\_\_\_\_

Date \_\_\_\_\_

#### BUDGET OFFICE USE ONLY

ACCOUNT NUMBER: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date \_\_\_\_\_

PLEASE COMPLETE, SIGN (wet signature) AND RETURN THIS FORM TO: Budget Office at [budgetoffice@tnstate.edu](mailto:budgetoffice@tnstate.edu)