

## AGENCY ACCOUNT APPLICATION AND AGREEMENT

Please type or print, except where signatures are requested.



TYPE OF REQUEST: (Check one. If existing account, provide account number.)														
<input type="checkbox"/> ESTABLISH NEW ACCOUNT		<input type="checkbox"/> MODIFY EXISTING ACCOUNT Account # _____												
ACCOUNT NAME (Limit 20 characters)		EFFECTIVE DATE												
EXPECTED SOURCES OF INCOME: Please indicate sources of income (e.g. membership dues, contributions, fundraising, etc.).														
PURPOSE OF ACCOUNT AND TYPE OF EXPENDITURES TO BE MADE: Please indicate why the account is needed and the type of expenditures that will be made (e.g. conference registration, equipment, travel, etc.).														
Please indicate the approximate date the account will close or check INDEFINITELY if the account is expected to be permanent.														
<input type="checkbox"/> ACCOUNT WILL REMAIN ACTIVE UNTIL _____		OR <input type="checkbox"/> INDEFINITELY												
<b>EXPENDITURE APPROVAL</b>														
Please indicate who will be authorized to make expenditures from this account. <b>Expenditure approval will be restricted to the Account Administrator and the individual indicated on line (2).</b> All requests for expenditures from the account will <b>require signatures</b> of the Student Organization President, Student Organization Treasurer and Faculty/Staff Advisor. <b>All expenditures are subject to review and approval by the ASI Business Office for conformance with account purpose.</b>														
<b>AUTHORIZED SIGNERS</b>														
Title	Club, College Division or Organization	Type or Print Name	Signature	Date										
(1) Student Organization President														
(1) Student Organization Treasurer														
(1) Advisor (if any)														
(2) ASI Administrator														
For Business Office Use Only														
ACCOUNT NUMBER ASSIGNED		<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>												

**\*The reverse side of this document constitutes a part of this agreement. Please read carefully and sign where indicated.**

# AGREEMENT FOR AGENCY ACCOUNTING SERVICES

## SERVICES PROVIDED

ASI will provide the following services to Agency in a manner consistent with the Associated Students, Incorporated fiscal policy:

- 1 Upon submission of a properly executed Expenditure Request Form, ASI will issue checks or purchase orders as instructed against the Agency's account . Checks and purchase orders will be ready for disbursement according to the check disbursement schedule.
- 2 Upon submission of cash, checks and credit instruments, ASI will issue a cash receipt to Agency. Cash receipts will be credited to the Agency's account. Items returned by bank for any reason whatsoever will be debited from the Agency's account. Collection procedures against returned items will be the responsibility of Agency. Any service charges resulting from items returned by the bank will be charged to the Agency's account.
- 3 The acceptance and deposit of donations and contributions are received on your behalf by the Associated Students Inc. Solicitation of gifts must be coordinated and approved by the External Affairs Office.
- 4 The deposit of all cash gifts must be made to Associated Students, Inc.
- 5 Upon request, The ASI will issue to Agency a printout of all accounting activity posted to the agency account through the date indicated. Printouts will take a minimum of three business days to process. All bookkeeping, recordkeeping, and account reconciliation will be the responsibility of Agency. The ASI agrees to make available to authorized representatives of Agency during normal business hours, all source documents upon which accounting transactions are based.
- 6 Transactions processed by the ASI which, upon review, have errors or omissions, will be discussed with Agency, and referred back as needed. The ASI will make corrections and or adjustments to completed transactions only with the approval of the ASI Executive Director.

## EXPENDITURES FROM ACCOUNT

All disbursements from Agency Accounts must conform to the purpose(s) indicated on the Application. ASI and SRL reserves the right to deny requests that are incompatible with the purposes for which the account was established. Agency Accounts are not intended for and cannot be used for the disbursement of salaries, wages, or fringe benefits.

## OVER EXPENDITURE OF ACCOUNT

Any expenditure which causes the Agency's account to become overdrawn will constitute a financial obligation due ASI. ASI will institute standard collection procedures against the authorized signatories of Agency until such time as the overdraft is corrected. No expenditure of funds from the Agency account will be allowed until the Agency account is determined to be solvent.

## SURVEY OF INACTIVE AGENCY ACCOUNTS

If for one fiscal year there are no transactions on the Agency's account, the balance in the account will be escheated to California State University San Marcos.

## TAX PAYER STATUS

The execution of the agreement does not confer tax exempt status upon Agency by virtue of its association with ASI.

## LIABILITY FOR ACTIVITIES

Funds deposited to Agency Accounts are not under the programmatic or budgetary control of ASI. ASI assumes no liability for events and activities sponsored by the use of these funds. Agency agrees to:

- 1 Indemnify and hold harmless the California State University, the State of California, Cal State San Marcos, Its trustees, ASI, Its officers, agents and employees, representatives and volunteers from any and all losses, costs, damages of any nature or description whatsoever, accruing or resulting to Agency in connection with any and all activities sponsored in part or in whole through the use of funds held in the Agency Account.
- 2 Indemnify and hold harmless the ASI, its officers, agents and employees from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by Agency, its officers, agents or employees in the performance of any and all activities sponsored in part or in whole through the use of funds held in the Agency Account.

## TERMINATION

This agreement may be canceled by either party upon delivery of written notice thereof. Agency will allow seven business days for remittance of account balance by ASI.

## EXECUTED BY:

\_\_\_\_\_  
Student Organization President's Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City and Zip Code

\_\_\_\_\_  
Day Time Phone Number

\_\_\_\_\_  
Evening Phone Number

\_\_\_\_\_  
E-mail Address