

SOUTHEASTERN UNIVERSITY

AGENCY (CUSTODIAL) ACCOUNT REQUEST

Agency (Custodial) Accounts may be established by faculty, staff, or student organizations whose collaborative work with the University serves mutual interests (student and faculty/staff organizations and activities). Agency funds account for activities that supplement and are consistent with the mission of the University. Ownership of agency funds is retained by the sponsor/agency. The University acts as a banker for these funds. The University's responsibility to a sponsor/agency is limited to acting as the fiscal agent.

To establish an Agency Account, the requester should complete this form and contact Maribel Cruz, Associate Director of Accounting at (863) 667-5929 or email macruz@seu.edu.

SECTION I - REQUEST TYPE

Establish Account	Account Name
Change Account	Change Explanation
Close Account	Closing Explanation

SECTION II - AGENCY TYPE

Organization	Activity	Event	Other	Other Explanation
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SECTION III - PURPOSE OF THE ORGANIZATION, ACTIVITY, EVENT

Are activities of the Agency Account associated with an outside organization?

If yes, provide the following information:

Organization Name

Organization Address

Federal Tax ID Number of Organization

SECTION IV - APPROVALS

By signature below it is agreed that Southeastern University's relationship with the activities accounted for by this agency account is that of fiduciary agent, and that these activities are related to but not fundamental to the University's primary mission. It is also agreed that the custodian, as signed below, will act as the budget manager and person responsible for the activities of this fund in accordance with Southeastern University's accounting procedures. Accounts that remain inactive for more than three years will be closed and remaining funds will be moved to a general account.

Agency Account Custodian

Dean or Department Head

Provost or Vice President

Signature & Date

Signature & Date

Signature & Date

SECTION V - BUSINESS OFFICE PROCESSING

Processed By

Date Processed

GL Account 30-00-0000-00000-