

**Kennesaw State University
Agency Account Application & Agreement**

Account Name:

Description of event / activity:

Group/organization requesting account:

Frequency of event / activity: Annual One-Time Monthly Other

Expected end date of event / activity:

Source of funding (*in detail*):

Type of expenditures expected:
(Registrations/conferences, workshops, dues, retirement receptions...)

Person(s) authorized to approve expenditures from this account:

Name

Title

Name

Title

Is this event for KSU participants only or open to the outside public? KSU Public Both

Is any revenue expected from event? Yes No

If yes, please estimate amount:

If account becomes inactive for a period of 2 years, any remaining balance will be transferred into a designated University account. Please designate account for remaining funds:

Speedchart

(If no response, then funds will be transferred to the general institution account.)

Custodian(s) of Account (must be an active KSU faculty or staff member)

Name
Title
Dept.
Ext

Name
Title
Dept.
Ext

Agency Account Policies & Conditions

Agency accounts are classified as "Funds Held for Others". They are established for temporary resources to be held by the University as custodian or fiscal agent for individuals or third party organizations. *Held as state funds & must follow state purchasing rules...*

Agency account purchases are not entitled to the University's state sales tax exemption. (BOR 14.1, #4)

Agency accounts can be established for meetings, seminars, training sessions and workshops to cover incidental costs such as meals, speakers, materials, promo items, or refreshments. Fees charged for such events should be reasonable and should only cover the costs associated with the event. MarketPlace fees (95% / 5%) should also be considered when establishing costs for events if applicable.

Agency Accounts cannot be used as a means of generating revenue for an organization, department or group.

The University retains the right to deny an Agency account application determined not to be in compliance with established policies & guidelines.

In order that KSU may provide accurate accounting of the requested account funds, all parties to this agreement must adhere to the following policies set forth by the Board of Regents (Policy #14.0) and Kennesaw State University.

The Custodian(s) is/are responsible for keeping the account information current and for informing KSU of any changes. In the event of any changes to the Custodian(s), purpose or terms set forth, the completion of a new agreement will be necessary.

Each account will be analyzed to ensure that funds are accepted and disbursed according to set agreement. Accounts will be reviewed on a quarterly and annual basis for the purpose of making any *nessecary* changes or disposal of any remaining balances. **Accounts may be closed at any time if they become inactive for a period of two years or if not operating in the best interest of KSU.**

Accounts must maintain a positive balance at all times. The University will not accept responsibility for any deficit balances. In the event an account should carry a deficit balance, it should only be short-term due to timing with differences in processing. At the end of the fiscal year, a receivable account will be established for billing on any deficit balances. **Account balances should always be kept to a minimum.** Any balances at June 30th that are determined to be excessively large or in violation of policy may be transferred to general funds and subject to lapse.

State funds cannot be used to establish Agency Accounts, nor can state funds be transferred into existing accounts.

Please read all policies & conditions above and sign to acknowledge. Signed applications should be sent to the Office of Fiscal Services MD #9110 or e-mailed to agency@kennesaw.edu. Once this application is reviewed, you will be notified of approval or if more information is needed to determine eligibility.

Custodian #1:

Name

Date

Custodian #2:

Name

Department Head/Business Manager

Date

For the University:

Name

Date