



**This form must be filled out and returned to ASI Financial Services
Bronco Student Center (Bldg. 35), Room 2123**

**ASSOCIATED STUDENTS, INCORPORATED
CAL POLY POMONA**

**AGENCY FUND
ACCOUNT APPLICATION & AGREEMENT**
Please type or print, except where signatures are requested

ACCOUNT INFORMATION

TYPE OF REQUEST: ESTABLISH NEW ACCOUNT MODIFY EXISTING ACCOUNT OTHER

ACCOUNT NAME EFFECTIVE DATE:

PURPOSE OF ACCOUNT AND TYPE OF EXPENDITURE TO BE MADE (Please indicate why the account is needed and the type of expenditures that will be made (for example: equipment, travel, etc.):

EXPECTED SOURCES OF INCOME (Please indicate sources of income (e.g., contributions, sales, revenue, dues, etc.):

DISPOSITION OF FUNDS (when account is inactive or closed):

Indicate the approximate date the account will close or check INDEFINITELY if the account is expected to be permanent

ACCOUNT WILL REMAIN ACTIVE UNTIL: _____ **OR INDEFINITELY**

REGISTERED OR RE-REGISTERED WITH OSLCC Yes No N/A **IF NO OR N/A, PLEASE PROVIDE EXPLANATION**

EXPENDITURE APPROVAL

Please indicate who will be authorized to incur expenditures from this account. Expenditure approval will require two authorized signatures. An advisor signature is required for accounts managed by student organizations. All expenditures are subject to review and approval by ASI Financial Services for conformance with account purposes.

AUTHORIZED SIGNERS

Title	Dept, College, Division or Organization	Type or Print Name	Email Address / Phone	Date	Signature
Advisor 1					
Advisor 2					
Advisor 3					
President/Chair					
Treasurer					
Other Authorized Signors					

AUTHORIZATION / EXECUTED BY:
Refer to attached Agreement. Please read carefully.

Account Administrator's Signature _____ Day Time Phone Number _____
Street Address _____ Evening Phone Number _____
City and Zip Code _____ E-mail Address _____

FOR ASI FINANCIAL SERVICES OFFICE USE

ASI Financial Services Initials: Prepared _____ Approved _____

Account Number Assigned

Refer to attached Agreement. Please read carefully.



AGENCY FUND ADMINISTRATION AGREEMENT

In compliance with the Integrated California State University Administrative Manual (ICSUAM) Policy 1401.00 and the authorization of the University President for Associated Students, Inc. (ASI) to serve as administrator for the Agency Fund (on-campus accounts for registered student organizations), this Agreement outlines the terms and conditions governing the administration of student organization funds in the ASI Financial Services Office. Student organization accountholders are required to fully comply with the terms and conditions outlined in this Agreement in order to open and maintain their accounts in ASI Financial Services.

ELIGIBILITY FOR AGENCY FUND ACCOUNT

Student organizations which are registered with the University Office of Student Life and Cultural Centers and are in good standing are eligible to open and maintain an Agency Fund Account (AFA) in ASI Financial Services. AFAs are non-interest earning accounts.

SIGNATURE CARDS

AFA holders are required to maintain a current signature card on file with specimen signatures for all authorized student and advisor signors. AFA holders are responsible for keeping its signature card updated when there are changes in authorized signors.

AVAILABLE SERVICES

ASI will provide the following services to Agency Fund Accounts (AFA) in a manner consistent with ASI, University and California State University (CSU) policy:

1. Upon submission of a properly executed Disbursement Request (DR) or Purchase Order (PO) Request, ASI shall issue checks or purchase orders as instructed against the AFA's account. A completed DR is required to include supporting documentation such as receipts, invoices, proof of payment and similar audit trail documents. Checks shall be ready for disbursement after a minimum of four (4) business days following receipt of the completed DR.
2. Supporting documentation such as order estimates, quotes and similar audit trail documents shall be attached to Purchase Order Requests. Purchase Orders shall be ready by the next business day.
3. Upon submission of cash and checks, ASI shall issue a cash receipt to the AFA. Cash receipts shall be credited to the AFA's account. Items returned by the bank for any reason shall be debited from the AFA's account. Collection procedures against returned items shall be the responsibility of AFA. Any service charges resulting from items returned by the bank shall be charged to the AFA's account.

4. The solicitation, acceptance, and deposit of donations and contributions are governed by University policy. The Cal Poly Pomona Foundation (CPPF) is authorized, per a Master Agreement, to receive donations on behalf of the University. In order for CPPF to receive donations for registered student organizations and for University Advancement to issue a tax receipt, the check must be made out to CPPF and the student organization must have a CPPF account to receive donations. Student organizations must go through their college or division to set up a CPPF account that can accept donations.
5. The deposit of fundraising proceeds for AFA holders shall be deposited into the AFA with ASI Financial Services.
6. Upon request, the ASI will issue to AFA holder a financial report of all accounting activity posted to the Agency account through the date indicated.
7. Questions on transactions processed by the ASI will be directed to the Agency Fund Accounts Payable Specialist. The ASI will make corrections and/or adjustments to completed and posted transactions only with the approval of the ASI Director of Financial Services.

CASH HANDLING PROCEDURES

All AFA holders are required to comply with prescribed cash handling procedures, available at the link provided below. Any violation of these cash handling procedures shall be reported to the University and potentially jeopardize the registration status of the student organization or have the students involved subject to disciplinary action, as appropriate.

EXPENDITURES FROM ACCOUNT

All disbursements from Agency Accounts must comply with the purpose(s) indicated on the Application and comply with ASI, University and CSU policies. All invoices shall be paid no later than 60 days from the date of receipt. ASI reserves the right to deny requests for expenditures that are not consistent with the purpose(s) for which the account was established and not in compliance with ASI, University and CSU policies. AFAs are not intended for and cannot be used for the disbursement of salaries, wages, or fringe benefits.

TRAINING SUPPORT

ASI Financial Services collaborates with the Office of Student Life and Cultural Centers in providing training to the treasurers and other executive officers of student organizations annually.

COMPENSATION

In consideration for the services described herein, ASI shall be entitled to an Agency Fund administration fee, per the annual budget approved by the ASI Senate and University. Compensation due to the ASI shall be automatically debited from the Agency Trust Fund Account.

OVEREXPENDITURE OF ACCOUNT

All disbursements from AFAs shall be fully covered by the current account balance. Otherwise, ASI reserves the right to deny requests for checks or P.O.'s from the account for which there is no sufficient balance. No expenditure of funds from the AFA shall be allowed until the account is determined to have sufficient funds.

INACTIVE AGENCY ACCOUNTS

If for two fiscal years, there are no transactions on the AFA, the balance in the account shall be transferred to a suspense account. Notice shall be issued to AFA holder 30 days prior to the transfer. Funds will be held in the suspense account for a period not to exceed three fiscal years, after which they shall be transferred to the account or designated purpose indicated in their charter documents on file with the University Office of Student Life and Cultural Centers.

TAX PAYER STATUS

The execution of this agreement does not confer tax exempt status upon the AFA holder by virtue of this Agreement with ASI with ASI.

LIABILITY FOR EVENTS AND ACTIVITIES

Funds deposited to Agency Accounts are not under the programmatic or budgetary control of ASI. Accordingly, ASI assumes no liability for events and activities sponsored by the AFA holder and for which AFA funds are used. The AFA holder agrees to:

1. Indemnify and hold harmless the ASI, its officers, agents and employees from any and all losses, costs, damages of any nature or description whatsoever, accruing or resulting to AFA in connection with any and all activities sponsored in part or in whole through the use of funds held in the AFA.
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, which may involve injury or death to any individual/s or damage to any property, due to the actions of the AFA 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 AFA.

TERMINATION

This agreement may be canceled by either party upon delivery of written notice thereof. The AFA holder shall allow seven business days for remittance of remaining funds in its account by ASI.