

## **AGENCY ACCOUNTS**

Student organizations and other entities affiliated with Temple College (agencies) are required to deposit funds collected in the College's name in an agency account through Accounting Services. Each organization will have a separate account. New agency accounts can be set up on request from the agency sponsor to the Director of General Ledger Accounting Services. All funds collected shall be deposited in the Cashier's Office within five (5) business days of being collected. Cashiers Office will provide receipts for money deposited.

All funds used shall be directly related to the College's educational purpose and shall not be spent on personal needs. All funds expended shall provide a commensurate benefit to the College and/or its students.

Funds from an agency account may be requested by completing a purchase requisition, travel form or check request, which must be approved by the organization's sponsor and a Vice President or the College President. Purchase requisitions, travel forms and check requests shall follow the same procedures and policies as outlined in each purchasing and travel policy regardless of funding source. The name of the organization and Temple College should appear on all invoices.

For student organizations, the groups are expected to raise funds for dues, expenses, and travel costs. Assistance for travel expenses to national events to receive special recognition may be provided by the College.

Payment will not be issued on any agency account if there are not enough available funds to cover the expense. Each organization sponsor is required to maintain and monitor their available agency account fund balance.