Agency Accounts

Agency accounts may be established for student organizations on campus and for other non-state funds. Each organization has a unique index number which starts with 81XXXX. The account code for depositing funds is 549000 and the account code for disbursing funds is 799100. All agency forms are located on Accounts Payable website:

<https://uca.edu/financialaccounting/accountspayable/>.

An Application for Agency Account form must be completed in order to request a new agency account. The application includes instructions on how to fill out the form and to whom the application should be returned. An Agency Authorization form may be submitted with the application. A completed authorization form must be submitted before disbursements can be processed.

* Agency Regular Authorization Form must have two signatures:
	+ Faculty/Staff (UCA Employee) Advisor’s signature
	+ Organization Treasurer/Representative signature
* Agency Residence Halls Authorization Form must have three signatures:
	+ Area Coordinator’s signature
	+ Hall Coordinator’s signature
	+ Treasurer’s signature

A new authorization form should be completed and forwarded to the Accounts Payable Office when the organization elects a new advisor or treasurer.

To request a disbursement from agency funds, an Agency Disbursement Request and required documentation must be completed and sent to Accounts Payable. The preferred method of submission is email to apstaff@uca.edu. When a completed Agency Disbursement Request is received in AP, the signatures on the form are compared to the authorization form on file.

An agency may transfer funds to another UCA account by completing a Supplies/Services Form located on the Financial Accounting website <https://uca.edu/financialaccounting/accounting/>. The form should be submitted by email to financialaccounting@uca.edu. NOTE: The account receiving the funds may be a University department or an agency account. The form should include:

* Signatures of the advisor and treasurer of the agency disbursing the funds
* The index and account code of the agency disbursing the funds
* An authorized signature of the agency/department receiving the funds
* The index and account number of the agency/department receiving the funds
* A brief description

Deposits require an Agency Deposit Slip and are processed through the Student Accounts office located in Bernard Hall.