

**Broward College**  
**Application for an Agency Fund Account**  
**(Procedures Reference A6Hx2-6.53)**

**General Instructions**

Complete this form and forward the original to the President, the appropriate Vice President, or Provost for approval and submission to the Controller's Department. Be sure to sign the designated space on the form. Keep copies for your records. The Controller's Department will complete the appropriate section and return the application to the originator.

**Indicate type of Action**

- Request for new Agency Fund account (complete sections 1 and 4).
- Request to change authorized Signatures for Agency Fund account (complete sections 2 and 4).
- Request to change name of Agency Fund account (complete sections 3 and 4).

**1. Request for new Agency Account fund**

Name of new Agency Fund account \_\_\_\_\_

Effective date to begin Agency Fund account \_\_\_\_\_

Enter site and/or location of administrative responsibilities \_\_\_\_\_

(See Procedure A6Hx2-6.03 [D-5])

Specific address of person responsible for administering account

\_\_\_\_\_  
Phone \_\_\_\_\_

\*Authorized signature of persons who will be administering this account

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Is this person a full-time college employee?  Yes  No

**2. \*Effective date of request to change authorized signatures for cost center**

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

**3. \*Request to change name of cost center**

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

**4. Request approved by**

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

\*See reverse side for procedures and conditions to be met and maintained.

**For College Accounting Use Only**

Agency Fund number assigned

\_\_\_\_\_  
Type of Agency Fund Account

\_\_\_\_\_  
Date

## **Procedures and Conditions to Be Met and Maintained**

Pursuant to Policy Number 6Hx2-6.53 any organization indirectly related to the college may apply for an Agency Fund Account by use of an Application for Agency Account form through the President, appropriate Vice President or appropriate Provost. Upon approval of the Agency Fund Account, the Controller's Department will assign the cost center number for the account.

All Agency Fund Accounts will be approved subject to the following conditions being met and/or maintained.

1. The college's only responsibility is to account for the receipt and expenditure of the funds as submitted by the Cost Center Administrator.
2. The organization, agency or individual depositing and authorizing expenditures is responsible for compliance with federal, state and all other applicable laws relative to receiving, collecting and expending funds deposited on the Cost Center.
3. The donor(s) specifically authorized the organization or agency to use the funds deposited in the account at their discretion.
4. Expenses incurred in the Cost Center will not exceed the cash available in the account.
5. The funds deposited in this account will not be collected in the name of the college as the solicited agency.
6. The college assumes no liability for the use, intended or otherwise, of any Agency Fund. All fund-raising activities must be approved in writing by the President, appropriate Vice President or appropriate Provost and filed with the Controller's Department. All funds collected must be deposited in the campus or college Cashier's Office in the Cost Center number and assigned to the organization collecting the funds. The expenditure of funds in the account shall be made upon requisition (PUR-1, AUX-1 or PGA-1) of the organization as approved by the advisor designated to administer the Agency Fund Account, and under no circumstances shall expenses or an obligation against an Agency Fund Account exceed the balance of the funds in the account.

The signatures on the reverse side in Sections 1 and 2 certify that the policies, procedures and conditions will be met and maintained.