

# SOUTH TEXAS COLLEGE

## REQUEST TO SET UP AN AGENCY FUND CODE - NON STUDENT CLUB

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Instructions: Please type. Forward the completed form to the Business Office.

This form is used to create an agency fund code for deposit and payment processing related to groups that are not student clubs. The financial manager will be responsible for reconciling deposits and payments, and ensuring that the financial transactions are in accordance with the group's purpose.

**Name of Fund Code:** \_\_\_\_\_

**Justification/Purpose:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Financial Manager:** The financial manager must be a full-time faculty, administrator or professional staff member at South Texas College.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Employee ID #

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Department

\_\_\_\_\_

Division

\_\_\_\_\_

E-mail

\_\_\_\_\_

(Signature)

Requested By: \_\_\_\_\_

Print Name

\_\_\_\_\_

Date

Division Dean (Print Name) \_\_\_\_\_ (Signature)

Division Vice President (Print Name) \_\_\_\_\_ (Signature)

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**\*\*\* Business Office Use Only \*\*\***

Fund Code: \_\_\_\_\_

Banner System

FOATEXT: \_\_\_\_\_

Effective Date: \_\_\_\_\_

\_\_\_\_\_

Processed by Business Office

\_\_\_\_\_

Date

\_\_\_\_\_

Budget Approval