AGENCY COST CENTER INFORMATION SHEET/AUTHORIZATION FORM

Add ☐ Change ☐ Block ☐ Delete ☐

☐ 112 - Unrestricted - Agency ☐ 113 - Unrestricted - Agency KMSF

THIS BOX FOR GENERAL ACCOUNTING USE ONLY				
Controlling area	UK00		Approved	
FM area	UK00			
Fund			Keyed	
***Valid from dates**		to	Verified	
***Cost Center/Funds Center**				

***Name of Cost/Funds Center**
***Description**
Business Officer SAP Logon ID
Business Officer Name
***Department Number**
***Responsible person**

***Address**

Cost Center Category: W
Hierarchy area
Business Area: Please Select From List
Currency: USD

***Type of Organization** ☐ Student ☐ Professional ☐ Other

***Purpose of Organization** ____________________

***Source of Funds** ____________________

***Pay Surplus Funds to:**

In the event that your organization ceases to exist or the cost center has no activity for more than one year, where does the organization want any funds remaining in the account to be sent? (Student organizations will typically list a national organization, a non-profit organization, or a gift to a college or university.)

Name ____________________
Address ____________________
Cost Center Number ________ (If surplus funds are being donated to UK)

Funding Category Code: Z - Not Relevant
Budget Family: 99 - Not Applicable
Functional Area: 9999 - Default

Valid Cost Center for Payroll ☐

***Must be completed and all signatures obtained when account is being reauthorized annually**

An agency account may be established for registered student organization and non-University activities only. Its use is restricted to the purpose specified on this Account information sheet. Only the responsible person listed may sign disbursement documents.

Checks made payable to the University of Kentucky cannot be deposited to an agency account. Checks must be made payable to the organization.

Agency accounts must have an ending date usually June 30, of each fiscal year. If the account has not been authorized by that time, it will be frozen. Any funds remaining after 90 days (September 30) will be paid to the Surplus Name listed above.

Sales tax must be paid on all purchases charged to agency accounts unless the organization has its own Kentucky sales exemption. Just like a checking account, an agency account must have a cash balance before a disbursement can be made. Accounts that become overdrafted will be blocked until a deposit returns the account to a positive balance. **The responsible person will be held liable for overdrafts.** Repeated overdrafts will result in the account being revoked.
Please refer to Section E-17-14 in the Business Procedure Manual for detailed polices and procedures.

By signing the form you are agreeing to these terms.

Responsible person	Advisor or Department Head	Area Budget Officer
Date	Date	Date