

DALTON STATE COLLEGE
AGENCY AGREEMENT

Date From: _____ To: _____

The undersigned requests the account referred to herein be established as an agency account at Dalton State College. At time of acceptance this will become an Agency Agreement between the undersigned and Dalton State College as stated. It is understood that the college will require and issue rules and procedures to allow for proper accounting, and management of, these funds.

NAME OF ACCOUNT/CLUB: _____
PURPOSE: _____
FUNDING SOURCE: _____

Approval by Student Activities must be attached for all clubs.

OFFICERS (CLUBSONLY)
PRESIDENT _____ V. PRESIDENT _____
SECRETARY _____ TREASURER _____
TERM OF OFFICE _____
FACULTY ADVISOR _____
PERSON(S) AUTHORIZED TO
DEPOSIT & DISBURSE FUNDS 1) _____
2) _____

(NOTE: 1 For clubs; faculty advisor must co-sign)
2 Requisitions must be routed through the Director of Student Activities/Vice President, Student Affairs; Fiscal Affairs.

CLUB ACCOUNTS ONLY

If club is inactive for a period of Two Years remaining funds shall: Return To: _____
If club is dissolved, remaining funds shall: Return to: _____

OTHER AGENCY ACCOUNTS

If there is no activity in an account for a period of two years the account will be dissolved with the remaining funds transferred to: _____

Approved:

ACCOUNT NUMBER _____ Deposits _____
DATE

ACCOUNT NUMBER _____ Disbursements _____
VP – Fiscal Affairs
DATE

ALL AGREEMENTS WILL BE REVIEWED AT LEAST every two years