Account Name: 

Description of event/activity: 

Group/organization requesting account: 

Frequency of event / activity:  
- Annual 
- One-Time 
- Monthly 
- Other

Expected end date of event / activity: 

Source of funding (In detail): 

Type of expenditures expected: 
(Registration/conferences, workshops, dues, retirement receptions…)

Is this event for ABAC participants only or Open to the outside public?  
- ABAC 
- Public 
- Both

Is any revenue expected from event?  
- Yes 
- No

If yes, please estimate amount: $ 

If account becomes inactive for a period of 2 years, any remaining balance will be transferred into a designated College account. Please designate for the remaining funds:  
Speedchart

(If no response, then funds will be transferred to the general institution account.)

Custodian(s) of Account (must be an active ABAC faculty or staff member.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
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<tbody>
<tr>
<td>Title</td>
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<td>Dept.</td>
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<td>Ext.</td>
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**Agency Account Policies & Conditions**

Agency accounts are classified as “Funds Held for Others”. They are established for temporary resources to be held by the college as the custodian or fiscal agent for the individuals or the third party organizations. *Held as state funds & must follow state purchasing rules...*

Agency account purchases are not entitled to the colleges state sales tax exemption.

The college retains the right to deny an Agency account application determined not to be in compliance with established policies & guidelines.

In order that ABAC may provide accurate accounting of the requested account funds, all parties to this agreement must adhere to the following policies set forth by the Board of Regents and Abraham Baldwin Agricultural College.

The Custodian(s) is/are responsible for keeping the account information correct and for informing ABAC of any changes in the event of any changes to the Custodian(s), purpose or terms set forth, the completion of a new agreement will be necessary.

Each account will be analyzed to ensure that funds are accepted and disbursed according to set agreement. Accounts will be reviewed on a quarterly and annual basis for the purpose of making any necessary changes or disposal of any remaining balances. **Accounts may be closed at any time if they become inactive for a period of two years or if not operating in the best of interest of ABAC.**

Accounts must maintain a positive balance at all times. The college will not accept responsibility for any deficit balances. In the event an account should carry a deficit balance, it should only be a short-term due to timing with differences in processing. At the end of the fiscal year, a receivable account will be established for billing on any deficit balances. **Account balances should always be kept to a minimum.** Any balances at June 30th that are determined to be excessively large or in violation of policy may be transferred to general funds and subject to lapse.

**State funds cannot be used to establish Agency Accounts, nor can state funds be transferred into existing accounts.**

*Please read all policies & conditions above and sign to acknowledge. Once this application is reviewed, you will be notified of approval or if more information is needed to determine eligibility.*

<table>
<thead>
<tr>
<th>Custodian #1:</th>
<th>Custodian #2:</th>
<th>For the college:</th>
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<tbody>
<tr>
<td>Name</td>
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