

# AGENCY COST CENTER INFORMATION SHEET/AUTHORIZATION FORM

Add                       Change                       Renewal                       Block/Delete

112 - Unrestricted - Agency                       113 - Unrestricted - Agency KMSF

FOR ACCOUNTING AND FINANCIAL REPORTING SERVICES USE ONLY			
Controlling area	<input type="text" value="UK00"/>		Approved
FM area	<input type="text" value="UK00"/>		
Fund	<input type="text"/>		Keyed
*Valid from dates	<input type="text"/>	to	Verified
*Cost Center/Funds Center	<input type="text"/>	<input type="text"/>	

\*Name of Agency Center (Short Text)

\*Name of Agency Center (Long Text)

Business Officer SAP Logon ID

Business Officer Name

\*Department Number

\*Responsible person

\*Address

Cost Center Category                       Hierarchy area

Business Area                       Currency

\*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                       Budget Family                       Functional Area

Valid Cost Center for Payroll  (Only allowed with special approval. See BPM E-17-14)

**\*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 overdrawn 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 policies and procedures.

**By signing the form you are agreeing to these terms.**

\_\_\_\_\_  
Responsible person

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Area Fiscal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date