



Agency Fund Information Sheet



Financial Services Department
Accounting Office – Box 437

Criteria for establishing agency funds, descriptions of general agency fund categories, as well as agency fund terms and conditions are specified in the Gettysburg College Agency Fund Guidelines.

Requestor Name: _____

Requested Name of Agency Fund: _____

Requesting Organization Name: _____ Assigned Gettysburg College Budget :Y N
If yes, generally not eligible for agency fund.

Agency Category (check one):

- Student Organizations and activities
- Faculty and staff organizations and activities
- Other agency activities

Purpose of Agency Fund: _____

If Gettysburg College budget, specify rationale for agency activities (personal benefit of members).

Describe revenue sources:

Describe expense activities:

As the responsible individual for the requested agency fund, I affirm that the above activities are in accordance with the Gettysburg College Agency Guidelines and acknowledge and accept the terms and conditions relating to agency funds specified therein.

Responsible Individual (RI) _____

Signature

Name (If different than requestor)

RI Contact Information:

Student Graduating Year/
Employing Department

Campus Box

Phone extension

Email address

Agency Relationship Recommended by: _____

Signature

Name

For Accounting Office Purposes:

Authorized by: _____

Agency Fund Assigned: _____ Agency Fund Created by: _____