



AUXILIARY AGENCY ACCOUNT FORM

714-564-6430

CLUB

Club/Department Name:	Date:
Submitted By:	Account Number:

Club Advisor:	
Club President:	
Club Treasurer:	
Source of Revenue:	
Method of Collecting Revenue:	
Type of Expenditures from Account:	

ACCOUNT TERMS

Auxiliary Accounts are to be used to enhance the educational experience of the students and the community

1. All funds collected will be held and applied according to the purpose for which the project was established. Good business practice will be exercised in all transactions affecting the project. Each obligation will bear the authorization of an individual named in this agreement.
2. All property, equipment and supplies shall become the property of the District and will be recorded, inventoried and accounted for as such. In the event the fund is dissolved, all assets shall become District property subject to existing directives for the disposition of the same.
3. This agreement will be renewed every two years.
4. Any funds belonging to an inactivated club will be returned to the Associated Students Fund.

Authorized Signers:

Reviewed By:

Signed: _____
 Club Treasurer: _____ Date _____

Signed: _____
 Senior Accountant, Auxiliary Services Date _____

Signed: _____
 Club President: _____ Date _____

Approved By:

Signed: _____
 Director, Auxiliary Services Date _____

Signed: _____
 Club Advisor: _____ Date _____