



# AUXILIARY AGENCY ACCOUNT FORM

CLUB

<b>Club/Department Name:</b>	<b>Date:</b>
<b>Submitted By:</b>	<b>Account Number:</b>

<b>Club Advisor:</b>	
<b>Club President:</b>	
<b>Club Treasurer:</b>	
<b>Source of Revenue:</b>	
<b>Method of Collecting Revenue:</b>	
<b>Type of Expenditures from Account:</b>	

## ACCOUNT TERMS

Authorized signatures for this fund are documented on a signature card located in the Student Business Office.

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: \_\_\_\_\_  
 Club President: \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_  
 Club Advisor: \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_  
 Senior Accountant, Auxiliary Services Date \_\_\_\_\_

Approved By: \_\_\_\_\_

Signed: \_\_\_\_\_  
 Director, Auxiliary Services Date \_\_\_\_\_