

# Agency Agreement Form

*For non-student organizations who are not subject to registration with the Center for Campus Life*

## Organization Information:

1. Name of the Organization
2. Purpose or activity of the organization
3. Legal/corporate status of the organization (501(c)3, corporation, etc.) and Federal Tax ID number (if applicable)
4. Name of any other organization on whose behalf the organization is functioning as an agency or intermediary (if applicable)
5. Affiliation with Texas Tech University
6. Business reasons for the agency account or reason why the organization does not open its own bank account
7. Describe the nature of activity processed through this account (anticipated source of revenues and types of expenditure)
8. Disposition instructions of any remaining funds at the dissolution of the agency agreement or fund

## Agreement Statements

Agency funds account for resources held by the University as a custodian or fiscal agent on behalf of faculty, staff, and academic and student organizations who are dedicated to the mutual achievement of educational, research, and public service goals but which are separate from the University. Agency funds are subject to terms and conditions as outlined in *TTU OP 62.22 Agency Funds*.

This agreement documents that accountancy is related to but not fundamental to the University's primary mission and will ensure the University's relationship with the organization or third party is that of custodian or fiscal agent.

By signing below, the organization or third party agrees to ensure activity in agency funds is in adherence to University policies and agency fund terms and conditions as outlined in *TTU OP 62.22 Agency Funds*.

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University Sponsor (financial manager) or Agency Representative Name

Associated University Department

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University Sponsor (financial manager) or Agency Representative Signature

Date