

## **Request for Approval to Collect Funds/Renewal**

Please complete both sides of this application and return to the Office of Finance and Administration, 200 Netzer. If you need assistance, please contact the office at 2081.

Department or Organization:				
Person Submitting Request:				
Account Manager:				
Alternate Signatory, if desired:				
Description of activity or progra	am for which fu	nds will be used (a se	eparate sheet may be u	sed):
Date(s) of activity/event:				
Funds will be collected from:	Ostudents	Oemployees	Ocommunity	O other
Anticipated payment types:	Ocash	Ocheck	Odragon dollars	O credit card
Account to which funds will be deposited (if known):	Ostate IFR	Oagency acct	Ocollege fdn/alumni assn.	O student assn
PLEASE COMPLETE TH	IE SUMMARY BUD	GET FOUND ON BACK	AND ATTACH A DETAILEI	D ITEMIZED BUDGET
I agree to abide by the requirem Procedures for Agency Account			and Payment Collection	1 Policy and Policies and
Account Manager Signature		Print Name		Date
Alternate Signatory Signature		Print Name		Date
Department Chair or Supervisor Signature		Print Name		Date
Dean or Associate Vice President Signature		Pr	Print Name	
Vice President or Provost Signa	ature	Pr	rint Name	Date
Office use only: Account type:   State IFR   Ag Funds Posted to Student Accounts? Banner detail code:	□Yes □ No □	-		

## PLEASE ATTACH A SEPARATE $\underline{DETAILED}$ ITEMIZED BUDGET OF ESTIMATED COLLECTIONS AND EXPENSES

You must be able to show that your collections will cover all of your expenses - The account may not run at a deficit.

## **SUMMARY BUDGET**

	For ongoing or annual activities, an updated budget must be submitted each year.					
A.	Participant costs (if applicable):  Number of participants: Cost per participant (including Overhead)  Other sources of revenue:	\$				
B.	Estimated Expenses:	\$				
C.	Overhead Fees*:  *varies by account; this will be determined based on account type established. i.e.  Agency Acct fee is 5% of collections.					
D.	Subtotal Expenses(B+C):	\$				
E.	Total Excess Funds (A-D):	\$				
	e describe planned use of excess funds:  F part of an activity is funded by a Sponsor, excess funds shall be returned to the	. C				

## Please Note:

- SUNY employees may not be paid from Agency Account funds; such expenditures must be made through the SUNY Payroll.
- Interest earned on agency accounts will be kept by OAS in addition to the 5% fee.
- Accounts not active for a period of 3 years will be closed.
- All accounts are subject to internal and external reviews and audits on a regular basis.

OFFICE USE ONLY	
Approved:	Date:
Activity approved as sales tax exempt: YES NO	