

**GEORGIA INSTITUTE OF TECHNOLOGY
AGENCY FUND AGREEMENT**

Date _____ Dept/Unit _____ Dept/Unit Number _____

An agency relationship exists when Georgia Tech provides financial management of funds for an external organization, but the funds managed actually belong to the external organization.

Is Georgia Tech acting in an agency capacity for the funds described below? YES _____ NO _____

Suggested Name of Agency Fund (30 Characters) _____

Business Reason for Agency Fund _____

Describe the activities, programs or operations supported by this agency fund

Indicate any specific restrictions, terms or conditions for the use of these funds

Estimated Annual Revenue/Receipts	Source of Revenue/Receipts
_____	_____

Legal/Corporate Status of Org (501(c)(3), corporation, etc.)	Federal Tax ID Number of Org	Organization's Affiliation with Georgia Tech
_____	_____	_____

Agreement From Date	Agreement To Date	Disposition of funds at End of Agreement (Send back to organization, surplus to state, etc)
_____	_____	_____

Person(s) responsible for Managing Funds (authorizing receipts, initiating disbursements, etc)

_____	_____	_____
(Printed Name)	(Title)	(Signature)
_____	_____	_____
(Printed Name)	(Title)	(Signature)

Dean/Chair/Director/Department Head Approval

_____	_____	_____
(Printed Name)	(Title)	(Signature)

Controller's Office Use Only: Fund Number _____ Project ID _____

Please submit this form to the Controller's Office, Lyman Hall Room 325, MC 0257 or "accounting.ask@business.gatech.edu". Questions concerning completion of this form should be directed to the Controller's Office (404) 894-4681. Please attach relevant correspondence, donor letters, and any other documentation related to this agency fund. Departments should contact the Controller's Office to make any changes to this agency fund, including changing the person(s) responsible for managing the funds.