



## Agency Account Questionnaire (FUND 6)

Please return completed form to Christine Weeks or Dennis O'Hearn in the Office for Finance.

**Student Club/Organization/Event Name:**

\_\_\_\_\_

**Department # :** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. Where does the money for this club come from? Be specific. Examples: Specific types of fundraisers, dues, donations, etc.
2. Is there any type of signed agreement relating to these funds? If yes, please provide a copy.
3. What restrictions are there on use of these funds? Attach a copy of the document(s) if appropriate.
4. Is there an end date to the existence of this to this club or event? Please explain.
5. If there is any money remaining at the end of the club or event, where does the excess money go?
6. Who has access to these funds? Please specify individuals' names and also note who the primary person responsible for this club or event.
7. Any additional information that the Office for Finance should be aware of?