APPLICATION FOR AGENCY ACCOUNT - STUDENT ORGANIZATION

1) UNIVERSITY ACCOUNT NUMBER: ________________________________

2) ORGANIZATION/ACCOUNT NAME: ____________________________________________

3) PURPOSE OF THE ORGANIZATION: __________________________________________

4) What is the source of income/funding? _______________________________________

5) PLEASE CHECK ONE:  ______ ESTABLISHED Student Account  OR  ______ NEW Student Account

6) As OFFICERS of this organization we understand that we are responsible for any financial obligations incurred by this organization and for any overdraft in this University account. ASMSU is covering the $5 monthly service fee for RSO Agency Accounts for the 16/17 academic year.

7) OFFICERS/ADVISOR INFORMATION: (Please print or type all but the signature) Officers must sign their own names.

   Title  Name (Print Clearly)  Signature. (It must match Signature Form.)
   A___________________________
   PID#  Class  Phone#  @ MSU Net ID  U.S. or Campus Mailing Address

   Title  Name (Print Clearly)  Signature. (It must match Signature Form.)
   A___________________________
   PID#  Class  Phone#  @ MSU Net ID  U.S. or Campus Mailing Address

   Title  Name (Print Clearly)  Signature. (It must match Signature Form.)
   A___________________________
   PID#  Class  Phone#  @ MSU Net ID  U.S. or Campus Mailing Address

   Title  Name (Print Clearly)  Signature. (It must match Signature Form.)
   A___________________________
   PID#  Class  Phone#  @ MSU Net ID  U.S. or Campus Mailing Address

   ADVISOR: ____________________________
   Name  (Print Clearly)  ____________________________

   PLEASE CHECK ONE: I AM THE CURRENT  ______ MSU FACULTY/  ______ MSU STAFF/  ______ MSU GRADUATE ASSISTANT/  ______ RELIGIOUS) ADVISOR.

   Dept/Contact Phone#  @ MSU Net ID / E-Mail  Dept. Name & (AND) Mailing Address

8) It is assumed by Accounting that you, THE OFFICERS, have read the policies governing agency account operation and understand them. (See MSU Financial Accounts – Student Organizations Student Group Regulations)

9) Note: Student Organizations and their officers are responsible for any financial obligations incurred by the organization and for any overdraft in their University Account. Original ink signatures only. Faxed, copied or stamped signatures are not allowed.

10) Verification of Organization registration and approval of request:
    Dept of Student Life or Dept of Residence Education and Housing Services /Date: ____________________________

This form is used for new account application and is required for annual reapplication for agency accounts. Updated 12/15/16