

**APPLICATION FOR AGENCY ACCOUNT - STUDENT ORGANIZATION**  
**(COMPLETE EACH LINE AND BLANK FIELD - INCOMPLETE FORMS WILL NOT BE ACCEPTED)**

- 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 17/18 academic year.

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**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 \_\_\_\_\_

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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) \_\_\_\_\_ Signature \_\_\_\_\_

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: \_\_\_\_\_