

# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.20
		ADMIN. CODE:	3362-4-10
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	1/19/91
		RECOMMENDED BY:	R. Neil Hawk
SUBJECT:	AGENCY FUND POLICY	APPROVED BY:	

- 1.0 This policy will be applicable to all activity funds established as a part of Shawnee State University. The purpose of this policy is to create an atmosphere for the efficient management of all funds handled on an activity fund basis.
  
- 2.0 Supervisory control over all funds will be held by the Controller of the Shawnee State University.
  - 2.1 The funds of all Activity Fund accounts will be administered through the Office of the Vice President of Student Affairs.
  - 2.2 To deposit funds, the Shawnee State University cash handling procedures must be followed. The activity treasurer must fill out the deposit transmittal form, which is to be signed by the activity sponsor.

This form along with the money is to be turned in to the Business Office by 11:00 a.m. in order to comply with the policy criteria that funds are to be deposited into the bank within 24 hours.
  - 2.3 To withdraw funds, the requisition/purchase order form is filled out by the group's treasurer and signed by the activity sponsor.
  
- 3.0 All activities must deposit all funds they accumulate in the name of the organization or department in the Activity Fund account assigned by the University. All methods of raising funds on behalf of any organization, division, or program area must have the approval of the appropriate dean and of the Director of Development if required.
  
- 4.0 Audits will be made periodically by the annual independent auditors at the time of the examination of the records and accounts of the University, or at such other times that circumstances would deem an audit necessary.