

SAP 21.01.07.T0.01 Agency Funds

Approved: March 2, 2015
Next Scheduled Review: March 2, 2020



Procedure Statement

This Standard Administrative Procedure (SAP) defines the procedures and documentation required to withdrawal or make payment from an agency fund at Tarleton State University (Tarleton).

Reason for Procedure

This SAP establishes guidelines for the operation and use of agency funds at Tarleton.

Procedures and Responsibilities

1. EXPENDITURE OF AGENCY FUNDS

- 1.1 Expenditures made on agency funds will follow the same procedures and documentation requirements as all university funds.
- 1.2 Agency fund expenditures are exempt from university purchasing procedures.

2. OVERSIGHT

- 2.1 All agency fund accounts must have a Tarleton employee as the responsible person on the signature card.
- 2.2 The responsible person on the agency fund account must complete the Agency Fund Agreement and sign to establish the account

3. SCHOLARSHIPS

- 3.1 Scholarships payments will not be directly disbursed to the student in the form of cash or check.
- 3.2 Scholarships must be processed through the Scholarship Office as a private scholarship.

- 3.3 The scholarship must be applied to the student's university account in the student record system.
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Related Statutes, Policies, or Requirements

[System Regulation 21.01.01, Financial Accounting and Reporting](#)

[System Policy 60.01, Relationships with Affiliated Organizations](#)

[System Regulation 60.01.01, Association with Affiliated Organizations](#)

[System Regulation 21.01.07, Agency Funds](#)

Definitions

Agency funds – funds held in custody by the member. The member serves as the fiscal agent of the funds on behalf of the owner of the funds.

Contact Office

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