

**FINANCIAL RECORDS**  
**AGENCY FUND INFORMATION SHEET**

CLUB/ORGANIZATION: \_\_\_\_\_

SPONSOR: \_\_\_\_\_

DATE ESTABLISHED: \_\_\_\_\_

PURPOSE: \_\_\_\_\_  
\_\_\_\_\_

FINANCIAL STATEMENTS TO: \_\_\_\_\_  
(Sponsor / Sponsor's Dept)

GL ACCOUNT NUMBER
(To Be Assigned by Fin Records Office)

**REQUIRED:**  
SIGNATURE OF VP OF STUDENT AFFAIRS OR DEAN OF RESPECTIVE SCHOOL.

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

*I acknowledge the establishment of this club and accept ultimate responsibility for assuring the finances remain in the positive. I understand that I may be called upon to provide funds to cover a negative balance.*