Print Form

Louisiana State University
Office of Accounting Services
Financial Accounting & Reporting
204 Thomas Boyd Hall

## REQUEST FOR AGENCY/CLEARING AS502

☐ Add ☐ Update ☐ Delete

| | |
|---|---|
| Company | |
| Cost Center Hierarchy | |
| Cost Center | Cost Center ID |
| Organization Name | |
| Address of Organization | |
| Organization Federal Tax ID # (if applicable) | |

Purpose of _____

Source of Funding _____

Function _____

☐ Fringe Benefits Fringe Benefit Rate _____

Suggested Name of _____

Requested Term of _____ through _____

Contact (Responsible for administering funds) _____

Contact Email _____ Phone _____

Relationship of Contact to Organization _____

Instructions for disposition of funds remaining at termination date _____

_____

Approved by:

_____ _____ _____
Dean/Unit Director Printed Name Date

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**FOR ACCOUNTING SERVICES USE ONLY**

Agency/Clearing Name _____

Agency/Clearing ID AG __ __ __ __

Processed by _____ Date _____

Rev 07/16

# AS502, "REQUEST FOR AGENCY/CLEARING WORKTAG"
# INFORMATION SHEET

**Purpose**
The agency/clearing is maintained for organizations which make use of University services but are not sponsored by, or closely associated with, the University mission. True agency accounts are limited in number since they stand alone as entities separate from the University. These accounts are for groups or organizations which hold activities on the campus, or have an officer who is an employee of the University who is authorized to acquire goods or services through the University on behalf of the organization.

**Revenue Sources**
In order to keep the integrity of the organization separate from the University, no revenues can come from University funds. All sources of revenue are from membership fees, registrations, dues, donations, or earnings of the organization.

**Expenditures**
The accounting system can be used for internal transactions for catering, housing, meeting room rental, supplies, and the like. The purchasing system can be used for off-campus vendor payments as well.

**Setup**
The representative of the group/organization submits form # AS502 to Accounting Services. The organization name, taxpayer ID number, purpose of account, and source(s) of funding should be provided. If representatives are elected periodically, outgoing officers should notify our office in writing, providing a sample of the authorizing signature of the incoming officer. Specific guidelines for the disposition of any excess funds at the conclusion of the group activity should be provided (ie: submission to national office, or forwarding to a future host campus).

**Personal Services**
There should be no payments for salaries or wages on agency accounts since the University is not responsible for reporting W-2 or 1099 income on agency funds. Individual organizations have their own reporting liability, and LSU can not accept responsibility for payroll functions on behalf of an outside group