Auxiliaries & Activities Business Center Agency Fund Services

Agency Funds are those monies that are identified as Non-State/Non-Oregon State University monies. The Auxiliaries & Activities Business Center currently offers the following services to approximately 350 Recognized Student Organization (RSO) agency funds:

**Establishment and Facilitation of Agency Fund Accounts**
- Offer the ability for recognized student organizations (RSOs) to set-up an account for authorized students to deposit and withdraw funds for organization use.
- Transfer account signatory authorizations upon request.
- Terminate accounts upon request of the account signatory or after five years of inactivity.

**Account Deposits**
- Deposit funds (cash or check only).

**Account Withdrawals (disbursements)**
- Verify eligible account holders to withdraw funds.
- Verify account balance to ensure sufficient funds.
- Fulfill cash disbursement requests from the Auxiliaries & Activities Business Center vault ($100/day: $300/week).
- Process check/direct deposit requests to external vendors/individuals.
- Process journal voucher requests between a student organization and an OSU Department/other student organization.
- Process direct bill requests for external vendors to be billed for a service in the future instead of paying beforehand.
- Set-up new vendors in the Oregon State University Vendor Maintenance system to process check/direct deposit requests.

**Cash Boxes**
- Create cash boxes for student organization use for events: [http://fa.oregonstate.edu/aabc/sec-finance/revenue-services](http://fa.oregonstate.edu/aabc/sec-finance/revenue-services).

**Account Oversight**
- Provide student organizations with guidance on account balances and account oversight.
- Notify students of account balance deficits.
- Educate students on how to access account information online.
- Provide a physical space for student organizations to check online account information and complete paperwork.

**Contact Information**
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