

# Student Life

## Student Organization Annual/Agency Account Agreement

In coordination with the annual registration of a Recognized Student Organization (RSO) at Drake University, organizations that have a Drake Annual/Agency Account must complete this agreement annually before this account can be utilized during the fiscal year (July 1 – June 30). Forms should be returned to the Director of Student Life in Johansen. For more information, please email [slc@drake.edu](mailto:slc@drake.edu).

I agree to all of the following qualifying factors regarding use and responsibilities of a Student Organization Annual/Agency Account at Drake University:

1. I confirm that our student organization is recognized by Drake University.
2. I agree to always maintain a positive balance in the designated organization's Annual/Agency Account. If our student organization Annual/Agency Account is overdrawn, I will work with our organization's membership to return the account to a zero/positive balance by the end of the fiscal year or risk loss of future funding.
3. I understand and agree that in order for funds to be reimbursed from the Annual/Agency Account, the expenditure must follow all Drake's Policy and Procedures.  
 These include but are not limited to the following:
  - No alcohol
  - Pre-authorizations/approvals by the organization's advisor/SLC prior to purchases.
  - Itemized receipts must be submitted with a Reimbursement Form request.
  - Must use Sodexo Catering for events on campus.
  - Annual funded organizations must use their funds as identified in their SFAC requests.
  - Agency funds cannot be used for reimbursements associated with Street Painting.
  - Proper authorizations/approvals of a reimbursement request with all documentation.
  - Check requires 3-5 days for processing
4. I understand that our student organization must have a Drake faculty/staff Advisor.
5. I understand it is our organization's responsibility to maintain and track our account balance in consultation with the Student Life Center and advisor.
6. I understand that any fundraising/revenue embarking activities **MUST** be approved by the Student Life Center and your organization's advisor prior to the activity.
7. I understand that if we violate any of the above terms, our account **will** be suspended and liable for any negative balances until the Agency Account has been returned to a zero/positive balance.
8. I understand that all deposits should be taken to the Director of Student Life or Student Services Desk to be deposited directly into our organization's Annual/Agency Account. The organization's Banner ID and name will be needed for all deposits; the Student Life Center retains this information and works directly with Accounting. **Funds from your Annual/Agency Account cannot be transferred to an external bank account.**
9. I understand that my signature on this agreement means I have read the terms and agree with all the above factors.

Organization Name

Organization President's Signature

Phone Number

President's Email

Advisor's Name

Advisor's Signature



SLC Use Only

Date Received \_\_\_\_\_ Staff Initials \_\_\_\_\_

Banned ID or Activity Code Assigned by Accounting

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