

AGENCY ACCOUNT PROCEDURES

PURPOSE

Auxiliary Services Association at Stony Brook University, Inc., ("ASA") a non-profit (501-C-3) Corporation, has been designated as the Campus-related organization authorized to administer Agency accounts on the Stony Brook University campus and, as fiscal agent, to receive, hold, and disburse funds on behalf of student clubs and organizations, recognized by the Student Engagement & Activities department.

APPLYING FOR AN AGENCY ACCOUNT

A) A few things to note before filling out your application:

ASA CANNOT accept nor make expenses for the following:

1. Monies belonging to the State either as general revenues or as revenues accountable through an Income Fund Reimbursable (IFR) account, nor should such monies be utilized for the purposes of the corporation
2. Grants
 - a) Grants related to sponsored research should be submitted to the Research Foundation of the State University of New York
 - b) Grants given by USG - These grants cannot go thru the agency account, but would be handled by Treasury on the club's behalf, if unfunded. If funded funds will be added to their USG line budget
3. Gifts, scholarships, or loan support for students or for academic purposes should be administered through the College Foundation.
4. Intercollegiate Athletics, Instruction, Certificate and Continuing Education Programs, Program Funds, Course related Consumable supplies, personal service paymtns to University Employees, Utilities and Rental Charges, Sports Camps and Clinics, Service Ctrs

B) Filling out the Application

- 1) If you are an organized club recognized by the Student Engagement department, you will fill out the application in its entirety, on stonybrook's portal using the following link:
<https://www.stonybrook.edu/commcms/aux/agency.php>
- 2) Please complete the signatories page in its entirety, along with the signature of the Asst. Vice President of Student Affairs
- 3) Once the application is completed please return the form to usg_agencyaccounts@stonybrook.edu
- 4) The application will then be emailed to the University Controller for final signature.
- 5) Once the application is returned and completed with all the required signatories, the application goes over to the ASA financial controller for final review, and the Controller will assign the Agency Department # and initial the application is complete.
- 6) ASA associate will then email the application, with the agency department # included on the application to the student club board member.
- 7) **Any questions should be sent to the email on the application ONLY. usg_agencyaccounts@stonybrook.edu**

PROCESS AND PROCEDURES IN USING YOUR AGENCY ACCOUNT

A) **Deposits, including cash and checks**

- 1) Funds can be deposited a few different ways.
 - a) Bring the cash and checks into the ASA HUB at the Melville Library inside Shop Red.
 - b) On the portal is the Deposit slips that are required to be filled out and accompany the cash or checks.
<https://www.stonybrook.edu/commcms/aux/agency.php>
 - c) Please make an appointment by email to deliver the cash or checks in person @ ASA HUB at the Melville Library inside Shop Red.
Email to use is: usg_agencyaccounts@stonybrook.edu. Please DO NOT email to a personal email address
- 2) Second option to deposit funds is online by using your credit card, apple pay, google pay, cash app pay
Online deposits will incur a fee of 2.90% + \$0.30 per transaction.
 - a) The ASA agency accounts deposit form is on the agency portal:
<https://www.stonybrook.edu/commcms/aux/agency.php>
 - b) Click on the ASA Agency accounts deposits form for ASA accounts: <https://form.iotform.com/240393243011140>
 - c) Fill out the form, make sure to include your agency account (department) number. And choose your payment method, and hit submit. The deposit will post to our ASA bank account, and we will apply it against your agency account
 - d) Please send a copy of the form and relevant backup for your deposit after you submit the form, to usg_agencyaccounts@stonybrook.edu, to let USG know you made an online funds deposit.

B) **Check Disbursements & Payments**

- 1) Every check reimbursement must be accompanied with a Payment/Voucher form, a W-9, and complete back up to include all receipts / invoices for the exact amount you stated on the payment form.
- 2) Credit card could be used to pay for travel, or vendor expenses where check is not accepted.

C) **Travel Policies and Procedures**

- 1) See the Agency Portal for the Travel Policies and Procedures