Agency Accounts
FAQ
Dean of Students Business Office
Agency Account Contact Info

- The Dean of Students Business Office oversees all Agency Accounts
- We are located on 3rd Floor of Tate Student Center across from Starbucks
- Email: DOSBO@uga.edu
- Phone: 706-542-8514
- Agency Account Manager: Ki Juana Clark
clark35@uga.edu
What is an Agency Account?

- An Agency Account is a special University account, available to officially registered student organizations.
- Organizations that receive Student Activity Fee funding (except those associated with schools and colleges) are not eligible to open an Agency Account.
- Funds in Agency Accounts roll over from year to year.
- Income for organizations with Agency Accounts is usually generated from membership dues, donations, fundraising activities, and ticket sales.
What is the difference between a bank account and an Agency Account?

**External Bank Accounts:**
- Banking regulations require that the organization apply for and maintain a Federal Employers Identification Number (FEIN), similar to a Social Security Number for an individual
- It is not appropriate to use any individual's Social Security Number for the organization's banking purposes
- No organization is authorized to use the University's FEIN
- Go [here](#) for recommended business practices

**Agency Accounts:**
- All transactions are processed on campus
- Organizations do not need FEIN numbers to open an account
- There are no cash withdrawals, checks, or credit/debit cards
- To spend from an Agency Account, you must have a vendor invoice, place a purchase order, submit for reimbursement, or be charged from an intra-university service
- Organizations receive a monthly report
What is the account number for an Agency Account?

• All Agency Accounts are assigned a ChartString (a.k.a. account number) that is specifically tied to each account.
• The ChartString for Agency Accounts will look like this:
  • Department ID – 5715xxxx
  • Fund – 60000
  • Expense Account Code – 796400
  • Revenue Account Code – 496400
  • Agency Accounts do not have Program or Class Codes

• All Agency Accounts are also assigned Deposit Detail Codes that are used to deposit money into the account.
• Each Deposit Detail Code will be a combination of 4 letters and numbers
  • Ex: 123A or 12AA
How do you deposit money into Agency Accounts?

- Deposits can be made at the Business Office Window located on the 3rd floor of Tate Student Center across from the pool tables
- The Business Office Window hours are 9:00 AM – 4:00 PM, Monday - Friday
- Deposits can be made with cash, check, or credit/debit cards
- Please bring the Deposit Transmittal Form (will require your ChartString and Deposit Detail Code)
How do you find the balance of an Agency Account?

• Monthly reports are emailed to the primary chief officer and secondary officer or advisor after each accounting period closes
• Reports are normally sent between the 8th and 15th of each month
• You can check your balance anytime by emailing:
  • Agency Account Manager, Ki Juana Clark (clark35@uga.edu)
  • Or the Dean of Students Business Office email (DOSBO@uga.edu)
How do you spend money from Agency Accounts?

- **UGAmart** - The University’s primary resource for purchasing goods and services. Many vendors have integrated stores within UGAmart including Amazon for Business, Staples, Apple, and more. All purchases for promotional items, tee-shirts, apparel, uniforms, items with logos, and/or anything over $2,500 must be purchased through UGAmart.

- **Intra-University Charges** - Many University services (Print & Copy Services, Campus Reservations, Event Management, and UGA Food Services) will allow a student organization to make purchases via a direct transfer of funds from the organization’s account.

- **Payment Requests** - Payment requests can be processed by the Dean of Students Business Office to pay an invoice from a supplier.

- **Individual Reimbursements** - Organization members can make a purchase with their personal money, and they can be reimbursed for the purchase.
How do you initiate a purchase?

• **UGAmart** – The Agency Account Manager, Ki Juana Clark (clark35@uga.edu), can initiate a purchase in UGAmart on behalf of Agency Accounts. Send her an email with the items you would like to purchase and she can assist you.

• **Intra-University Charges** – You can go directly to the University service that you would like to use (Print & Copy Services, Campus Reservations, Event Management, and UGA Food Services) and give them your ChartString as payment information. They will directly charge your Agency Account.

• **Payment Requests** – Once you have an invoice from your supplier and you have received the goods/services on the invoice, send it to Ki Juana Clark (clark35@uga.edu) and she can initiate the payment request.

• **Individual Reimbursements** – Once the student org member has made a purchase with their personal funds, they can send the proper paperwork and receipts to Ki Juana Clark (clark35@uga.edu) to initiate the reimbursement. The checklist of documents can be found [here](#).
UGAmart Examples:

• If you would like to make a purchase from Amazon or Staples, send Ki Juana Clark (clark35@uga.edu) the exact item(s) you would like to purchase and she can place the order.

• If you would like to order custom promotional items (like tee-shirts or pens), do the following:
  ◦ Choose your vendor (should be registered as a supplier)
  ◦ Obtain a quote from the vendor (ensure the quote includes the name and address of the recipient of the items)
  ◦ Submit the quote to Ki Juana Clark (clark35@uga.edu) and she will initiate a purchase order that will be sent to the supplier
  ◦ Once you receive the items, send Ki Juana Clark (clark35@uga.edu) the invoice and she can process it for payment
How do you get reimbursed for a purchase you made?

Please submit the following documents to Ki Juana Clark (clark35@uga.edu) for reimbursements:

- All receipts (if you have an invoice instead of receipts, we will need proof of payment with a bank statement or payment method details)
- DOSBO Reimbursement Form
- Non-Employee Payment Form

If your reimbursement includes any food or drink, you will also need to include:

- Food Justification Form
- Event Flyer or Social Media Post
Contact Us

- Dean of Students Business Office
- Located 320 Tate Student Center
- Email us at DOSBO@uga.edu
- Call us at 706-542-8514
- Website https://dos.uga.edu/business

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