REQUIRED RESOLUTIONS
FOR
AGENCY ACCOUNTS

Agency Name: __________________     Account No. __________

At a meeting of the ______ held on______________________, the following motions were made and passed:

1. WITHDRAWAL RESOLUTION – All expenditures of funds must have the signature of 1 of the following officers and the signature of the faculty advisor.

2. GIFT RESOLUTION – Any balance remaining in the agency account after the agency has been disbanded may be transferred by the Business Office to the current unrestricted funds of the College as a gift from the respective agency. Any agency that has no activity for a period of two (2) fiscal years will be considered disbanded for the purpose of transferring unused funds.

________________________________     _________________________________________
SIGNATURE – OFFICER     TITLE     DATE

________________________________     _________________________________________
SIGNATURE – OFFICER     TITLE     DATE

________________________________     DATE
SIGNATURE – FACULTY ADVISOR