



AGENCY FUND QUESTIONNAIRE FORM

Please refer to the University’s Agency Fund Policy guidelines before completing this form. Agency funds are to account for resources held by the University as a custodian for students, faculty and staff, or appropriately recognized organizations.

Name of organization	
Business reason for establishing fund	
Legal status of outside organization (501(c)(3), corporation, etc.)/Federal ID number (not USC's)	
Affiliation with University	
Does this activity involve grants awarded to the University, which the University, in turn, allocates to third parties that it monitors for compliance with the terms of the grant?	
Sponsoring University department (including PeopleSoft chartfields)	
Person(s) authorized to request expenditures – Department Approvers	
Agency fund end date	
How will residual dollars be disbursed at the end of the agreement?	

Signatures:

University Department: _____
 Printed Signature Date

Organization or Third Party: _____
 Printed Signature Date

FOR OFFICE USE ONLY
Approval Signature: _____
Date Approved: _____
PS Chartfield: _____