

GEORGIA HIGHLANDS COLLEGE
AGENCY ACCOUNT
SET-UP and INFORMATION SHEET

1) Name of account _____

2) Purpose of
account _____

3) Date account established (for new accounts) _____

4) Name of person(s) responsible for
account _____

5) Duration of account:
_____ Ongoing _____ Limited

Ending date if Limited _____

6) Name of person/persons authorized to withdraw funds (Must be an employee of GHC)

7) Disposition of any balance when account is
closed _____

Approved: _____
(Director of Accounting or VP for Finance and Administration)

Account number assigned: Fund 60000 Account 241100 Department _____

Renewal Date: _____

NOTE: This form must be filled out every two years for ongoing accounts, or when any information provided in the original set up has changed.