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.