

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: _____

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.