

# The University of Texas at Dallas Agency Acknowledgement

Agency funds are used to account for resources held by the University of Texas at Dallas (University) as a custodian or fiscal agent on behalf of external organizations or individuals.

- What is the organization's name and legal status? \_\_\_\_\_  
\_\_\_\_\_
- Is the organization a non-profit, tax exempt entity? \_\_\_\_\_
- What is the organizations Federal ID number? \_\_\_\_\_
- Business justification for the organization not opening its own bank account. \_\_\_\_\_  
\_\_\_\_\_
- How is the organization affiliated with the University? \_\_\_\_\_  
\_\_\_\_\_
- What type of activities will be processed on behalf of the organization? \_\_\_\_\_  
\_\_\_\_\_
- Is the sponsoring department acting as a conduit to pass funds through to others? If yes, please list the recipients. \_\_\_\_\_  
\_\_\_\_\_
- Are the funds associated with an award that the University distributes based on internal selection criteria? \_\_\_\_\_
- Does the University monitor the funds for compliance with specific agreement terms? \_\_\_\_\_
- Will the University receive cash that **must** be distributed to others as specified by the external organization? \_\_\_\_\_
- Does any part of the profit or loss incurred belong to the University? \_\_\_\_\_
- Anticipated end date of the agency relationship? \_\_\_\_\_
- How will the disposition of any excess funds be handled at the end of the relationship? \_\_\_\_\_  
\_\_\_\_\_
- Is the organization acting as an agent or intermediary for any other organization or individual? If yes, please list the entities. \_\_\_\_\_  
\_\_\_\_\_
- List any terms, conditions or restrictions placed on the funds. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Agency Acknowledgement is intended to identify the appropriate classification of funds within the University's accounting system and certifies that activity is not associated with the University's business. Additionally, parties certify that the external organization's goals and activities are consistent with the University's mission.

By signing this document, both the sponsoring department and external organization agree to comply with all applicable University policies and procedures.

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External Organization Contact

Date

Phone #

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Departmental Contact

Date

Phone #