

# Agency Accounts FAQ

Dean of Students Business Office

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**Office of the  
Dean of Students**

*Student Affairs*

**UNIVERSITY OF GEORGIA**

# Agency Account Contact Info

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- [The Dean of Students Business Office](#) oversees all Agency Accounts
- We are located on 3<sup>rd</sup> Floor of Tate Student Center across from Starbucks
- Email: [DOSBO@uga.edu](mailto:DOSBO@uga.edu)
- Phone: 706-542-8514
- Agency Account Manager:  
Ki Juana Clark  
[clark35@uga.edu](mailto:clark35@uga.edu)



# What is an Agency Account?

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- An Agency Account is a special University account, available to officially registered student organizations.
- Organizations that receive Student Activity Fee funding (except those associated with schools and colleges) are not eligible to open an Agency Account.
- Funds in Agency Accounts roll over from year to year.
- Income for organizations with Agency Accounts is usually generated from membership dues, donations, fundraising activities, and ticket sales.

# What is the difference between a bank account and an Agency Account?

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## **External Bank Accounts:**

- Banking regulations require that the organization apply for and maintain a Federal Employers Identification Number (FEIN), similar to a Social Security Number for an individual
- It is not appropriate to use any individual's Social Security Number for the organization's banking purposes
- No organization is authorized to use the University's FEIN
- Go [here](#) for recommended business practices

## **Agency Accounts:**

- All transactions are processed on campus
- Organizations do not need FEIN numbers to open an account
- There are no cash withdrawals, checks, or credit/debit cards
- To spend from an Agency Account, you must have a vendor invoice, place a purchase order, submit for reimbursement, or be charged from an intra-university service
- Organizations receive a monthly report

# What is the account number for an Agency Account?

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- All Agency Accounts are assigned a ChartString (a.k.a. account number) that is specifically tied to each account.
- The ChartString for Agency Accounts will look like this:
  - Department ID – 5715xxxx
  - Fund – 60000
  - Expense Account Code – 796400
  - Revenue Account Code – 496400
  - Agency Accounts do not have Program or Class Codes
- All Agency Accounts are also assigned Deposit Detail Codes that are used to deposit money into the account.
- Each Deposit Detail Code will be a combination of 4 letters and numbers
  - Ex: 123A or 12AA

# How do you deposit money into Agency Accounts?

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- Deposits can be made at the Business Office Window located on the 3<sup>rd</sup> floor of Tate Student Center across from the pool tables
- The Business Office Window hours are 9:00 AM – 4:00 PM, Monday - Friday
- Deposits can be made with cash, check, or credit/debit cards
- Please bring the [Deposit Transmittal Form](#) (will require your ChartString and Deposit Detail Code)

# How do you find the balance of an Agency Account?

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- Monthly reports are emailed to the primary chief officer and secondary officer or advisor after each accounting period closes
- Reports are normally sent between the 8<sup>th</sup> and 15<sup>th</sup> of each month
- You can check your balance anytime by emailing:
  - Agency Account Manager, Ki Juana Clark ([clark35@uga.edu](mailto:clark35@uga.edu))
  - Or the Dean of Students Business Office email ([DOSBO@uga.edu](mailto:DOSBO@uga.edu))

# How do you spend money from Agency Accounts?

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- UGAmart - The University's primary resource for purchasing goods and services. Many vendors have integrated stores within UGAmart including Amazon for Business, Staples, Apple, and more. All purchases for promotional items, tee-shirts, apparel, uniforms, items with logos, and/or anything over \$2,500 must be purchased through UGAmart.
- Intra-University Charges - Many University services (Print & Copy Services, Campus Reservations, Event Management, and UGA Food Services) will allow a student organization to make purchases via a direct transfer of funds from the organization's account.
- Payment Requests - Payment requests can be processed by the Dean of Students Business Office to pay an invoice from a supplier.
- Individual Reimbursements - Organization members can make a purchase with their personal money, and they can be reimbursed for the purchase.



# How do you initiate a purchase?

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- UGAmart – The Agency Account Manager, Ki Juana Clark ([clark35@uga.edu](mailto:clark35@uga.edu)), can initiate a purchase in UGAmart on behalf of Agency Accounts. Send her an email with the items you would like to purchase and she can assist you.
- Intra-University Charges – You can go directly to the University service that you would like to use (Print & Copy Services, Campus Reservations, Event Management, and UGA Food Services) and give them your ChartString as payment information. They will directly charge your Agency Account.
- Payment Requests – Once you have an invoice from your supplier and you have received the goods/services on the invoice, send it to Ki Juana Clark ([clark35@uga.edu](mailto:clark35@uga.edu)) and she can initiate the payment request.
- Individual Reimbursements – Once the student org member has made a purchase with their personal funds, they can send the proper paperwork and receipts to Ki Juana Clark ([clark35@uga.edu](mailto:clark35@uga.edu)) to initiate the reimbursement. The checklist of documents can be found [here](#).

# UGAmart Examples:

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- If you would like to make a purchase from Amazon or Staples, send Ki Juana Clark ([clark35@uga.edu](mailto:clark35@uga.edu)) the exact item(s) you would like to purchase and she can place the order.
- If you would like to order custom promotional items (like tee-shirts or pens), do the following:
  - Choose your vendor (should be registered as a supplier)
  - Obtain a quote from the vendor (ensure the quote includes the name and address of the recipient of the items)
  - Submit the quote to Ki Juana Clark ([clark35@uga.edu](mailto:clark35@uga.edu)) and she will initiate a purchase order that will be sent to the supplier
  - Once you receive the items, send Ki Juana Clark ([clark35@uga.edu](mailto:clark35@uga.edu)) the invoice and she can process it for payment

# How do you get reimbursed for a purchase you made?

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Please submit the following documents to Ki Juana Clark ([clark35@uga.edu](mailto:clark35@uga.edu)) for reimbursements:

- All receipts (if you have an invoice instead of receipts, we will need proof of payment with a bank statement or payment method details)
- [DOSBO Reimbursement Form](#)
- [Non-Employee Payment Form](#)

If your reimbursement includes any food or drink, you will also need to include:

- [Food Justification Form](#)
- Event Flyer or Social Media Post

# Contact Us

- Dean of Students  
Business Office
- Located 320 Tate  
Student Center
- Email us at  
DOSBO@uga.edu
- Call us at 706-542-8514
- Website  
<https://dos.uga.edu/business>

**Ki Juana Clark** - Senior Accountant

*Agency Account Manager*

[clark35@uga.edu](mailto:clark35@uga.edu)

706-542-8514

**Hailey Normandia** - Business Manager

[hailey.normandia@uga.edu](mailto:hailey.normandia@uga.edu)

706-542-3696