



Office of the
Dean of Students

Student Affairs

UNIVERSITY OF GEORGIA

Agency Accounts Frequently Asked Questions

Student Affairs Business Office

Agency Account Contact Info

- [Student Affairs Business Office](#) oversees all Agency Accounts
- We are located on 1st floor of Tate Student Center in Suite 126
- Email: SABO@uga.edu



What is an Agency Account?

- 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?

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?

- 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?

- Deposits can be made at the Business Office located on the 1st floor of Tate Student Center
- Deposits are accepted from 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?

- 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 8th and 15th of each month
- You can check your balance anytime by emailing SABO@uga.edu

How do you spend money from Agency Accounts?

- 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?

- UGAmart – The Agency Account Manager, Becca Sattler (rbr09101@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 Becca Sattler (rbr09101@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 Becca Sattler (rbr09101@uga.edu) to initiate the reimbursement. The checklist of documents can be found [here](#).

UGAmart Examples:

- If you would like to make a purchase from Amazon or Staples, send Becca Sattler (rbr09101@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 Becca Sattler (rbr09101@uga.edu) and she will initiate a purchase order that will be sent to the supplier
 - Once you receive the items, send Becca Sattler (rbr09101@uga.edu) the invoice and she can process it for payment

How do you get reimbursed for a purchase you made?

Please submit the following documents to Becca Sattler (rbr09101@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

- Students Affairs
Business Office
- Located 126 Tate
Student Center
- Email us at
SABO@uga.edu
- Call us at 706-542-8514
- Website
<https://sabo.uga.edu>

Becca Sattler - Accountant

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