



BYU AGENCY ACCOUNTS REQUEST TO INACTIVATE AN AGENCY OPERATING UNIT

Effective Date		
Operating Unit Name		
Operating Unit Number		
Type of Account	<input type="checkbox"/> Sunshine Fund	<input type="checkbox"/> Other Agency Account

Item #	Items to be Completed to Inactivate an Agency Operating Unit	Requestor Initials	Treasury Services Initials
1.	Reason for closing account: _____ _____		
2.	Review the disposition of excess funds (if any). If there are funds left over, this transfer should be made by using an agency check. (The account should have a \$0 balance.)		
3.	Verify the balance in the account (\$0). (Treasury Services will pull a report in Business Objects)		
4.	Account for all checks issued to the club. (Treasury Services will review the agency check log for any outstanding checks.)		
5.	Return any unissued checks to Treasury Services. (Both the submitter and the coordinator need to record the following checks returned.) Starting Check # _____ Ending Check # _____		
6.	Submit all financial documents to Treasury Services. This includes items such as check registers, deposit slips, copies of checks, receipts, supporting documentation, reconciled financial statements, etc.		
7.	Remove all web references (including any information about the club or online due collection).		

Requestor: _____ Date: _____

Controller: _____ Date: _____

Treasury Services Approval: _____ Date: _____

Operating Unit Inactivated by: _____ Date: _____

Please return form to A-153 ASB. If you have any questions please call Treasury Services at (801) 422-4701.