



## BYU AGENCY ACCOUNTS REQUEST TO SET UP AN AGENCY OPERATING UNIT

**Name of Operating Unit:** (Short Name -- 30 Characters Max):

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<b>Long Description (Optional):</b>	
<b>Revenue source(s) for this organization:</b>	
<b>Disposition of unused funds upon closing/inactivity:</b>	

**Agency Account Information:**

Operating Unit Manager		Position		Net ID
*Operating Unit Contact		Position		Net ID
*Operating Unit Contact must be different from Operating Unit Manager				
BYU Department		Department Chair/Director		
BYU College		Dean		
Operating Unit Attributes	Fund	Program	Department ID (4)	Department Description
	47	7200		
Operating Unit Requested	47- _____		Use number indicated at left No preference – use next available number (leave box at left blank)	

**Approvals (signatures):**

Sponsoring Organization Chair/Director	Date
College/Division Controller	Date

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

**Completed by Financial Services:**

Treasury Services Approval	Date
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