

Middle Georgia State College

3. You will be notified with your expense and deposit account information when it is established.
4. All forms can be found at MGA website Under Accounting Services, <http://www.mga.edu/accounting-services/agency-funds.aspx>

Depositing Funds

Funds collected from an event should be deposited to the Bursar's Office within 3 calendar days.

A completed and signed Agency Account Deposit form must be presented with the appropriate currency. The report of Cash/Checks Received report is optional and provided only to assist you in managing funds.

If you would like to be able to give receipts for dues, etc., receipt books can be requested from the Bursar's Office through the Accounting Office. Please request through Pamela Lockerman, pamela.lockerman@mga.edu .

All checks received from students must have their MGA student ID written on the check. Agency accounts will be responsible for insufficient fund charges from the bank.

Physical count of checks, cash and coins must equal the amounts on the deposit form.

Amounts will be verified at the time of receipt at the Bursar's window. Upon verification of funds, you will receive either a hand written receipt or a computer printed receipt from the cashier. Inaccurate funds/forms will be returned immediately for correction.

DO NOT LEAVE BURSAR'S WINDOW WITHOUT YOUR RECEIPT!

Disbursing Funds

Check Request Form

A completed and signed Agency Account Check Request form, along with appropriate documentation, must be submitted to Accounting Services.

Documentation includes an invoice, receipt, registration form, etc.

The Club/Organization Faculty/Staff advisor is required to approve the check request along with either the approvals of the Club/Organization President or Treasurer.

The Clubs/Organizations are required to retain club minutes authorizing the use of funds for the purpose stated in the disbursement request.

Vendors not currently in the Accounting System will need to complete a Vendor Registration Form and submit it to the Shared Services Center. The form is located at <http://www.mga.edu/accounting-services/documents.aspx> . Check processing could be delayed. Completed and signed vendor forms can be submitted with the check request.

check can be processed if a request is made at the time the Cash Advance Report is submitted.

The Clubs/Organizations are required to retain club minutes authorizing the use of funds for the purpose stated in the disbursement request.

Submit Cash Advance Reports at least 2-3 weeks prior to the request date.

Cash Advance Reports are processed on Tuesdays. If a check is requested and written, then the check will be printed on the Macon Campus.

An expense report will need to be completed in the T&E module to reconcile the cash advance within 7 business days.

Any cash remaining (Cash Advance – Receipts) will need to be returned to the Bursar's Office within 7 business days.

Cash return receipts will need to be included with the expense report receipts.

Balance Inquiry

Faculty/Staff advisors can obtain access to view their Agency Account Balance through Peoplesoft. Please complete a PS Security Form, http://www.mga.edu/accounting-services/docs/PS_Security_Form.pdf, adding the agency account number in Budget Information section. Access instructions will be provided when access is granted.

Club/Organization members can request a balance update by sending an Agency Account Balance Inquiry Form to Accounting Services, attn: Pamela Lockerman, pamela.lockerman@mga.edu.

Forms will be processed within 2 business days of receipt.

If you have any questions, please contact Pamela Lockerman (Accounting Services), 478-934-3024, pamela.lockerman@mga.edu .