

**Vanderbilt University Finance**  
**New Agency Center Request Form**

**I. Agency Information**

\_\_\_\_\_ **A) Agency Name**

\_\_\_\_\_ **B) Campus Mailing Address**                      \_\_\_\_\_ **Business/Campus Phone**

\_\_\_\_\_ **C) Department/College/Division Name**

**D) Is this a Vanderbilt Student Organization? Yes \_\_\_ No \_\_\_**    If no, explain the organization's relationship to Vanderbilt University.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Center Set Up Information**

\_\_\_\_\_ **A) Center Responsible Person**                      \_\_\_\_\_ **Business/Campus Phone**

\_\_\_\_\_ **B) Campus Mailing Address**                      \_\_\_\_\_ **E-mail Address**

**C) Reason Center is needed:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **D) Send to Person**                      \_\_\_\_\_ **Campus Mailing Address**

**E) Please list all accounts that need to be opened:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Signature**

\_\_\_\_\_ **A) Center Responsible Person**                      \_\_\_\_\_ **B) Director, Student Governance**

**Finance Use Only:**  
Center Number: \_\_\_\_\_ Date: \_\_\_\_\_  
Approval by: \_\_\_\_\_

# **Vanderbilt University Finance**

## **Instructions for New Agency Center Request Form**

The purpose of this form is to request a new agency center number at Vanderbilt University. Agency funds are held by Vanderbilt University which acts as a custodian or fiscal agent for students, faculty, staff members or organizations.

### **I. Agency Information**

- A) Please identify the organization that is requesting the center number.
- B) Input the campus mailing address and campus phone number of the organization requesting the center number.
- C) Input the Department/College/Division name related to this center number.
- D) Please indicate whether this is a Student Organization. If it is not a student organization, explain the organization's relationship to Vanderbilt.

### **II. Center Set Up Information**

- A) Input the name of the person responsible for the center and their campus phone number.
- B) Input the campus mailing address and e-mail address of the center responsible person.
- C) Please indicate the reason the center number is needed.
- D) Input the name of the person who should receive the monthly reports for the center number and their campus mailing address.
- E) Input all of the accounts that need to be activated on the center number.

### **III. Signature**

- A) The center responsible person is required to sign and date this form.
- B) If center was noted in as a Student Organization in section I. D), the Director of Student Organization and Governance is required to sign and date this form.

**Mail Completed forms to:**  
**Vanderbilt University Finance**  
**PMB 406310**

If you have questions regarding the New Agency Center Request form or policies, please email [finance@vanderbilt.edu](mailto:finance@vanderbilt.edu).