

GUIDELINES FOR AGENCY COST CENTERS

Please use the Agency Cost Center form on the UK forms page and **submit the completed form to the CAFE Business Center**, **not** to Accounting & Financial Reporting Services (AFRS).

If you want to look at the attributes (codes) on your current agency cost centers, you may go to **KS03** in SAP and simply key in your agency cost center number. *(This will help you complete your renewal form for the current year.)*

Here are some key things to remember when completing your form(s):

- **The business officer listed on the form should be Susan Campbell (sspon1).**
- **The responsible person listed on the form is the person who must sign the form on the bottom left hand side of the form. If it is a student agency cost center, the responsible person should be a student. *(You may, however, use a departmental address for the student instead of the student's home address.)* For professional organizations, the responsible person should be a faculty or staff member.**

Note: The responsible person must read the agency funds policy (BPM E-17-14) before signing the form.

- Be sure to include the purpose of the organization and the source of the funds. Donations from UK are **not** allowed to be deposited into an agency account.
- In the “**Pay Surplus Funds To**” field, you must either enter the name and full mailing address of the organization to which the surplus funds will be forwarded **or** the UK cost center number, if the surplus funds are being donated to UK (for instance at the conclusion of a conference or event).

Note: Student agency cost centers may designate their surplus funds to a UK restricted gift account (if stated in the student organization's by-laws). Professional agency cost centers must designate their surplus funds to be sent to the next university or institution hosting the conference/event or to a UK employee, however, you must use their home address, not a UK work address.

- Your department head or the departmental business officer should sign the middle signature line at the bottom of the form designated as the “Advisor or Department Head”.

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- Agency cost centers **cannot** go into a deficit status.
- Agency cost centers **must** be renewed every fiscal year (preferably by July 20) to be able to continue using them from year to year.
- Payment documents (Disbursement Requests) on agency cost centers **must** be signed by the responsible person listed on the cost center form – no exceptions.
- Agency cost center expenses **may not be put on pro cards**.
- Payroll is **not** allowed on agency cost centers unless special approval is obtained. (Note: The organization must have a signed contract with the Payroll Office; and the contract must be approved by the UK Legal Office.)
- If the responsible person changes in the middle of the year, a new renewal form **must** be submitted to the CAFE Business Center, in order to keep the responsible person current at all times.
- **No** student agency cost center may be set up unless the organization is on the registered list of student organizations held by the Office of Student Involvement. Please check this list before submitting your paperwork. The list can be found at <http://getinvolved.uky.edu>.
- You **must** obtain a copy of the photo ID of the current responsible person to keep on file with each new agency cost center request or renewal.
- If any questions about agency cost centers, contact Kim King at 7-7143 in the CAFE Business Center.