



**Shippensburg University  
Student Services, Inc.**

Fiscal Office, CUB Room 204  
1871 Old Main Drive  
Shippensburg, PA 17257-2299  
Telephone: (717) 477-1730

## **Instructions for Agency Fund Accounts**

Attached you will find all the necessary paperwork for the Agency Fund Account (AFA).

1. AFA Application – This form is just for informational purposes. Complete to the best of your ability, sign, and return.
2. AFA Agreement – Read in its entirety and make sure you understand (for your records).
3. AFA Signature Card – Anyone who will be depositing or withdrawing funds from this account should sign this form. All Signatures should be on one page. Obtain necessary signatures and return.
4. AFA Expenditure Request Form (with instructions) – Use this form to request payment.

For new accounts being opened, an account number will be assigned after the paperwork is completed and returned to the Fiscal Office. You will be notified what your account number is.

Checks for deposit to AFA's should be made payable to SUSSI. Deposits to AFA's can be made at the Fiscal Office, cash and checks accepted. Receipts will be issued.

New Signature cards should be completed when there are officer or advisor changes. An updated card must be completed with all signatures each time and submitted to the Fiscal Office.

Approved expenditure request forms should be turned into the Fiscal Office for payment.