

Fiscal Agent Appointment Form

Account Number: _____ - ____ - _____ - _____ Account Name: _____

Account Number: _____ - ____ - _____ - _____ Account Name: _____

Account Number: _____ - ____ - _____ - _____ Account Name: _____

Account Number: _____ - ____ - _____ - _____ Account Name: _____

Account Number: _____ - ____ - _____ - _____ Account Name: _____

Check One: ___ New account, fiscal agent not previously appointed
 ___ Replace previously appointed fiscal agent

Who is the staff member who will be the fiscal agent for the above account? This could be a faculty member, an administrative professional, a technical staff member, or a civil service staff member.

Name: _____

Effective Date: _____

Fiscal Agent's Department/Unit: _____

Appointment Requested By: _____

Date: _____

Administrative Approval (if required):

Approved by _____ Date _____

Approved by _____ Date _____

Received by: Comptroller's Office, Mail Code 1200 (Restricted & non-budgeted accounts)

Signature: _____ Date _____

Budget Office, Mail Code 1020 (budgeted accounts)

Signature: _____ Date _____

Important Note: This appointment will be in effect until another appointment form is filed to designate another fiscal agent.