



Safekeeping Account Form

This form is to be used for requesting a new Safekeeping Account to be set up and/or to make contact changes. Please fill out the following information and submit the completed form to Accounts Receivable at wsuaccountsreceivable@wichita.edu or can be printed and mailed to Box 38. If you have any questions, contact Accounts Receivable at 316-978-3333.

Please mark what box applies to your group New Account Change in contacts

1. What type of organization are you? Student ____ Faculty/Staff ____
2. If you are a student group have you registered your organization with Student Involvement? Yes No
 (If you have not registered, you will have to do this before opening a Safekeeping Account.)
3. What is the name of the account? _____
4. What will this account be used for? _____
5. How will the account be funded? _____
6. Who is the Sponsor / Budget officer for the fund?

Name: _____
Department: _____
Phone: _____ **Box:** _____
Email: _____
myWSU ID: _____

- Must be faculty/staff member.
- Will enforce WSU Policies & Procedures 13.01-Deposit of Cash Receipts.
- Responsible for all recordkeeping in regards to monies in account.
- Responsible for 1099 reporting at the end of each calendar year.
- Will sign all check requisitions.
- Will have access to Self Service Banner and/or Reporting Services.

7. Who is the office contact?
Name: _____
Department: _____
Phone: _____ **Box:** _____
Email: _____
myWSU ID: _____

- Must be faculty/staff member.
- Will assist the sponsor with all responsibilities listed above.
- Responsible for working with student representative by furnishing information on account.

8. Who is the student representative? (only required for student organizations)
Name: _____
Department: _____
Phone: _____ **Box:** _____
Email: _____
myWSU ID: _____

- Will be familiar with WSU Policy & Procedures 13.01-Deposit of Cash Receipts.
- Will work closely with sponsor and/or office contact regarding information on account.
- Will retrieve account statement from the office contact.

For office use only:

<input type="checkbox"/> Email sent for set up/changes	Date: _____	Fund: _____
<input type="checkbox"/> Detail code created	Date: _____	Org: _____
<input type="checkbox"/> White envelope mailed	Date: _____	Detail Codes: _____
<input type="checkbox"/> Email sent confirming set up/updated	Date: _____	