



Safekeeping Account Form

Instructions

This form can be used to request a new safekeeping account or to make changes to an existing account. Complete the request details section of the form and return to Accounts Receivable in Jardine Hall room 201, by mail to campus box 38 or by email to wsuaccountsreceivable@wichita.edu. Failure to complete this form in its entirety will delay processing.

Request Details

New Account

Change in Contacts

Student Organization

Faculty/Staff Organization

If a student group, have you registered your organization with Student Involvement? You will need to do this before opening a safekeeping account. Yes No

Account Name _____

How will this account be used? _____

How will this account be funded? _____

Sponsor/Budget Officer

This person must be a **faculty or staff member** and will be responsible for enforcing [WSU Policies & Procedures 13.01 / Deposit of Cash Receipts](#), recordkeeping for the account, 1099 reporting at the end of each calendar year, signing all check requisitions, and will have access to Self Service Banner and/or Reporting Services.

Name _____

myWSU ID _____

Department _____

Phone _____

Email _____

Campus Box _____

Office Contact

This person must be a **faculty or staff member** and will assist the sponsor with all responsibilities listed above. This person will be responsible for working with the student representative by furnishing information on the account.

Name _____

myWSU ID _____

Department _____

Phone _____

Email _____

Campus Box _____

Student Representative (only required for student organizations)

This person will be responsible for familiarity with [WSU Policy and Procedures 13.01 / Deposit of Cash Receipts](#), will work closely with sponsor and/or office contact regarding account, and will retrieve account statements from the office contact. Additional student representatives can be listed on a separate piece of paper.

Name _____

myWSU ID _____

Department _____

Phone _____

Email _____

Campus Box _____

Accounts Receivable Use Only

Date email sent for set up/changes _____

Date detail codes created _____

Date email sent confirming setup/updated _____

Fund/Org _____

Detail Codes _____