Agency Organizations “A” Accounts

Agency Organizations “A” cash accounts manage deposits and expenditures of monies raised by student organizations. Funds are raised through membership dues, sales, fundraisers, and donations. “A” cash accounts are co-managed by a UCO faculty sponsor and a student officer of the organization.

“A” accounts were established to hold the funds in trust by the university because UCO student organizations are prohibited from opening off-campus checking accounts.

“A” account limitations:

- ProCard purchases are prohibited. Student organizations purchases are exempt from state sales tax.
- Purchase Orders are prohibited
- University general operating expenses cannot be paid by an “A” account.
- Student charges for university services/business cannot be deposited into “A” accounts.
- The state does not guarantee payment from these funds.
- Purchases of alcohol or tobacco are prohibited. Expenditures must be legal in the state of Oklahoma and cannot violate the policies of UCO.

Expenditures are made through petty cash requests or Student Agency “A” Organization Check Request Form. It is required that both a UCO faculty sponsor and student officer of the organization sign check requests or petty cash vouchers.