

AUXILIARY SERVICES CORPORATION  
State University of New York at Cortland

Guidelines for Agency Account Administrators

1. Deposits and disbursements to and from Agency accounts must comply with the purpose for which the account was established. The Agency Account Administrator is responsible for safeguarding and controlling the collection of funds before they are deposited with ASC. ASC will distribute a cash collection procedure and have receipt books available for each Account Administrator to aid in this duty.
2. Agency funds shall not be maintained for any activity which involves the deposit of funds of the state or other revenue in which the state of the University holds a legal or equitable interest, except pursuant to a contract approval in accordance with the University contracting procedures.
3. Adequate supporting documentation must accompany all disbursing orders. Acceptable forms of documentation are original receipts, original invoices, signed contracts, conference registration forms and travel advance forms. When paying for food service, travel and conferences a participation list should also be attached. In addition, a copy of the purchase order, if applicable, must be attached. Receipts and any left over cash should be returned to the ASC office by the 3<sup>rd</sup> working day following the event along with a travel receipt summary. The purpose for the expenditure and its relationship to the purpose of the Agency account must be clearly defined on the disbursing order and easily understood by the supporting documentation. If travel advance or any other account procedures are not followed, all account activity will be frozen until the account is back in compliance.
4. Authorized signatures only must be obtained for each disbursing order. Substitute and facsimile signatures do not constitute an authorized signature.
5. Reimbursement for expenses of the disbursing order's originator must be countersigned by an alternate authorized signer or by the originator's Supervisor, Department Chair or School Dean.
6. Direct or indirect payments in any form to individuals in exchange for or recognition of personal services must be handled according to the following guidelines: Payments to SUNY Cortland employees and students cannot be made through Agency accounts. Personal service payments to SUNY employees should be processed through the appropriate SUNY payroll mechanism. Payments to SUNY Cortland students should be processed through the Student Temporary Services Office which processes student payrolls in accordance with student payroll guidelines. Only non-employee independent contractor ("NEIC") payments can be made directly from Agency accounts. Individuals who successfully meet the NEIC criteria must properly complete the NEIC payment voucher form and submit a W-9 to ASC prior to check processing. ASC will issue a 1099 for such payments at the end of the calendar year. In the case of speaker payments, a letter of agreement, including information

pertaining to the event, should be attached to the disbursing order. A [speaker contract](#) is posted on ASC's website at [cortlandaux.com](#).

7. In order for a wire transfer to be made the Agency Wire Transfer form must be filled out completely. Transfers must be made to an organization or business account and not to an individual person's account.
8. Agency Accounts cannot accept funds from the following sources: grants, gifts, endowments, scholarships or loan support for needy students for academic purposes.
9. Payments of scholarships/grants cannot be processed from Agency Accounts. Scholarships should be deposited into an IFR account and then paid to the student and not from an Agency Account.
10. Please use forms and procedures provided by ASC or posted on ASC's website at [cortlandaux.com](#) by selecting About then Agency Accounts.
11. Account activity statements will continue to be sent to you monthly. You will have 10 days to respond to the ASC Admin Office by email if there are any problems or questions. If there is no correspondence from you within the 10 day period, we will consider the statement to be accepted by you as sent.
12. You are responsible for notifying ASC of any changes to your account, so please continue to review your authorized signer list and all other aspects of your Agency account agreement for accuracy and notify ASC of any needed changes. ASC will supply the forms you will need to make the changes to your account. Please go to our website at [cortlandaux.com](#) for procedures and forms.

If you have any questions regarding the above guidelines, call the ASC Controller at x2429 or Accountant at x4628.

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