Establish Fund 6 Account

Fund 6 Account Information

The purpose for establishing a new Fund 6 Account is to allow for the collection and payment of funds that are not part of the normal operations of the College (i.e. Student Club Organizations, etc.). A Fund 6 - Agency Account is an Org Unit (Account Number) that begins with 6 (i.e. 68226000-822200-92). Fund 6 accounts are typically not budgeted. If there are funds in the account, the money can be spent through the normal College Purchasing Procedures. You can enter department requisitions to issue Purchase Orders, enter disbursement requests (check requests), or process PCard purchases. Typically there are minimal restrictions on the purchase of items from Fund 6 funds. However, you should not pay payroll related expenditures with Fund 6 funds. Travel issues depend on approval and event, always ask and get pre approval to be sure.

To create a new Org Unit

1. A new [Request to Add Organizational Unit (Agency Account)](#) form should be completed with the proper approvals and submitted to the Controller's Office (paper, fax, or email will suffice - sender should also be signer of form).
2. Once a new Org Unit is establish by the Finance Department, you will be notified of the new Org Unit and user group.

Verifying Cash (Funds) in the account

- Before a payment or purchase order is entered into PantherNet you should first verify there are sufficient funds in the account. Since Fund 6 (Agency) accounts are typically not budgeted you can verify the funds by looking at the cash balance, less any outstanding commitments and encumbrances (GL Code **10101** - Cash).

   Refer to the Finance – How Do I [View General Ledger Screens](#)

Entering a Department Requisition

- Refer to the Finance – How Do I [Enter a Department Requisition](#)

Entering a Disbursement Request

- Refer to the Finance – How Do I [Enter a Disbursement Request](#)

Depositing Funds into a Fund 6 (Agency) Account

1. The department is responsible for establishing and maintaining the proper internal control procedures relating to cash safeguarding and cash handling. For guidance, please contact the Manager, [Student Account Services](#). (see [Cash Collection Procedure](#))
2. A [Department Deposit Log](#) sheet should be submitted to the appropriate Campus [Cashier's Office](#) with the full Org Unit and proper revenue GL Code (**48900**) unless otherwise specified by the Finance Department.
3. Once the funds are deposited with the Cashier's Office, a receipt will be issued. For reporting purposes you can get a full detail listing of all the Cashier's Office generated transactions by running the PantherNet report **XFC331** – List AR-Activity (Path: **ST JS CU**).