



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 20 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? Yes No
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 Office

This person must be a faculty or staff member and will be responsible for enforcing [WSU Policies & Procedures 3.01/ Deposit of Cash Receipts](#) record keeping for the account, 1099 reporting at the end of each calendar year, signing all check requisitions, 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/Deposit of Cash Receipts](#), will work closely with sponsor and/or office contact regarding account, and