

# Trust Fund Agreement

<b>Department:</b>	<b>Trust Fund Name:</b>
<b>Trust Fund Owner/Contact:</b>	<b>Trust Fund Number:</b>

<b>Purpose of Fund:</b>	
<b>Source of Revenue:</b> (if source is a new miscellaneous student fee, attach Request and Approval of District Fee.)	
<b>Method of Collecting Revenue:</b> (All allocations will be deposited at the Bursar's Office.)	
<b>Type of Expenditures from Fund:</b>	
<b>Disposition of Funds upon Termination of Project:</b>	

## TERMS OF AGREEMENT

Authorized signatories for this fund are documented on signature cards located in the Bursar's Office.

<p>1. All funds collected will be held and applied according to the purpose for which the project was established. Good business practice will be exercised in all transactions affecting the project. Each obligation will bear the authorization of an individual named in this agreement.</p> <p>2. All property, equipment and supplies shall become the property of the District and will be recorded, inventoried and accounted for as such. In the event the fund is dissolved, all assets shall become District property subject to existing directives for the disposition of the same.</p>	<p>3. This agreement will be renewed every three years.</p> <p>4. The project's annual budget for each subsequent fiscal year should be submitted by May of the current year.</p>
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### Submitted By:

Signed: \_\_\_\_\_  
Trust Fund Owner Date

Signed: \_\_\_\_\_  
College Dean Date

Signed: \_\_\_\_\_  
Division Vice President

### Authorized Signatures

Signed: \_\_\_\_\_  
Name Date

### Reviewed By:

Signed: \_\_\_\_\_  
Director, Business Services Date

### Approved By:

Signed: \_\_\_\_\_  
Vice President, Administrative Services Date

Signed: \_\_\_\_\_  
Name Date