

MIDLAND PUBLIC SCHOOLS
600 East Carpenter Street Midland, MI 48640

REQUEST FOR ESTABLISHING AN ACCOUNT IN THE TRUST AND AGENCY FUNDS

("Trust and Agency Accounts" are accounts for school organizations, student activities, endowments, etc.)

I request the opening of a Trust and Agency Account on the fiscal books of Midland Public Schools in accordance with the following specifications:

Account Title: _____

Account Numbers: (to be assigned by the Director of Finance)

Revenue: _____

Expenditures: _____

How are the funds which will be deposited in the Revenue Account to be raised?

What are the purposes for which expenditures from the Expenditures Account will be made?

How will requests for expenditures be initiated, approved, and authorized?

The State of Michigan Accounting Code for school districts requires that the duration of the existence of each trust and agency account, and the disposition of funds which may remain in that account at the end of the account's existence be identified prior to the establishing of the account.

What is the duration of this account?

If the account is closed, where would you like the remaining funds to be spent/transferred?

Requested by:	Approved by:
Name: _____	Director of School Administration
Title: _____	
Date: _____	Director of Finance
Signature: _____	