

MIDLAND PUBLIC SCHOOLS  
600 East Carpenter Street Midland, MI 48640

REQUEST FOR ESTABLISHING AN ACCOUNT IN THE TRUST AND AGENCY FUNDS

(\*Trust and AgencyAccounts are accounts for school organizations, student activities, endowments, etc.)

I request the opening of a Trust and AgencyAccount onthe fiscal books of the Midland Public Schools in accordance with the following specifications:

Account Titles:

Account Numbers (to be assigned by the Director of School 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?

Initiated by:

Approved by (usually the school principal or his or her designee):

Authorized by:

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?

What is to be the disposition of any funds remaining in this account at the end of the account's existence?

Requested by:

Name:

Approved by:

Director of School Administration

Title:

Date:

Approved by:

Director of Finance

Date of approval: