

Case Western Reserve University
Accounting Procedure
Speedtype Request Form Instructions

AGENCY ACCOUNTS

An example of an Agency speedtype would be one requested by a student group who raises funds through their own fundraising efforts, and would like to hold their cash at the University until expenditures for that student group need to be made. The funds belong to the student group at all times, and never revert to the University.

When requesting an Agency fund speedtype, you will need to fill out the Speedtype Request Form (attached; click [paperclip icon](#) to the left of these instructions) according to the following instructions:

- At the top of the form, please select whether you are requesting a new Agency speedtype, or changing an existing one. Please describe what the Agency will be used for in the REASON/PURPOSE box, including why the funds will never be University funds.
- All fields below the BOLD divider line MUST be filled out
- REQUEST DATE – the date the form is filled out
- REQUESTOR NAME/TITLE – the name of the person filling out the request form and their position title
- DEPARTMENT #/NAME – Requestor’s department
- REQUESTOR PHONE #/E-MAIL - contact information for the person filling out the form
- Any Restrictions (drop-down box: yes/no) – Select YES for Agency speedtypes.
- DESCRIPTION OF INCOME – explanation of where funds will come from; in an Agency account the income should come primarily from outside the University.
- DESCRIPTION OF EXPENSES – explanation of the types of expenses the fund is being set up to cover
- RECONCILIAR NAME/TITLE – this is the individual responsible for managing the day to day activity within the speedtype and reviewing the applicable reports on a monthly basis.
- ROLLUP DEPT #/NAME – where the speedtype activity will roll up on the Budget Performance Report.
- LOCATION CODE – the campus mail code associated with the Reconciler.

At the bottom of the form is a section for the Department Finance Manager’s approval. Fill in the name and title of the Finance Manager in the appropriate boxes, then the manager will check either approved or not approved, and sign and date the form. Instructions for inserting an electronic signature are included on the form.

Once the form has been completed and approved by the Department Finance Manager, click on the “Submit by E-mail” button in the top right-hand corner of the form; this will open an email in Outlook pre-addressed to General Accounting, and automatically attach the form. All submissions should be done electronically.

Once the form has been received by General Accounting, it will be reviewed and any questions addressed to the Requestor. Upon approval, the speedtype will be created and the requestor will be notified via e-mail.