Will the money be owned by the University of Illinois?

Yes → Not agency fund; consult "Determine the Need for a Self-Supporting Fund"

No → Will the money be owned by a Registered Organization or Registered Student Organization?

Yes → Consult your campus registered organization offices

No → Will the money be used in a manner consistent with and supportive of the University’s instruction, research, public service, and economic development mission?

Yes → Not agency fund. Probably cannot deposit the money with the University. Consult with UAFR.

No → Will the money deposited with the University reflect one of the following?
- Personal funds for University research projects
- Annual activity will average less than $3,000 per year

Yes → Not allowable for agency funds without obtaining a formal exception; consult with UAFR

No → Will your unit agree to serve as liaison with the owner of the money as described in "Comply with Liaison Responsibilities for an Agency Fund"?

Yes → An agency fund may not be established without a liaison unit that agrees to fulfill these responsibilities; consult with UAFR

No → Will the owner of the money accept and acknowledge the conditions set forth in "Policies for Managing Agency Funds"?

Yes → An agency fund may not be established without the owner of the funds agreeing to these terms; consult with UAFR

No → The activity qualifies as an agency fund; proceed to "Request Approval for an Agency Fund"