Cornell University

University Accounting

Application to Open an External Organization Account with Cornell

Part I: External Organization Information

External Organization Name _____

Street Address _____ City _____

State _____ Zip Code _____ Website Address _____

Contact Person _____ Contact Title _____

Organization Type Student, Religious, Alumni, Athletics, etc. Org. Federal Tax ID _____

Is the organization recognized by the IRS as a 501(c)(3) organization? ◯ Yes ◯ No

Part II: Minimum Criteria

Does the external organization exist solely to support Cornell-related activity, or would the account otherwise serve a mission-related purpose? ◯ Yes ◯ No

Please describe the purpose of the organization as it relates to the Cornell activity or mission.

Is the organization unable to provide financial stewardship of its funds (e.g., unable to open a bank account, lacks dedicated staff, etc.)? ◯ Yes ◯ No

Has the organization agreed to execute the university's template agreement detailing Cornell's financial stewardship support for the organization's funds? ◯ Yes ◯ No

Part III: Organization and Cornell Agreement

The external organization representative and the Cornell authorized representative have read, agree to, and signed the Cornell External Organization Agreement containing all terms and conditions of establishing this account.

External Organization Representative Name and Title _____ External Organization Authorized Representative Signature _____

Cornell Authorized Representative Name and Title _____ Cornell Authorized Representative Signature _____

Part IV: Risk Management Approval

The Office of Risk Management and Insurance has met with the external organization and approves this organization to move forward with this process.

Risk Management Representative Name _____ Risk Management Representative Signature _____

Part V: University Controller Approval

The University Controller approves the external organization to conduct business with Cornell.

University Controller Name _____ University Controller Signature _____

Submit this form and the agreement as attachments to your New Account/New Sub-Account e-doc request.

Questions? Contact University Accounting at accounting@cornell.edu

Division of Financial Services
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