



Part I: External Organization Information

External Organization Name
Street Address City
State Zip Code Website Address
Contact Person Contact Title
Organization Type 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: 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 IV: Vice President for Finance Approval

The Vice President for Finance approves the external organization to conduct business with Cornell.
Vice President for Finance Name Vice President for Finance Signature

Part V: 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.
Organization Representative Name and Title External Organization Authorized Representative Signature
Cornell Authorized Representative Name and Title Cornell Authorized Representative 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