



Financial Services Request for Event Pass-Through Account (EPTA)

An EPTA is an administrative trust account that is created and approved by Central Trust, located in the AIC financial system, that acts as a temporary holding account for club fundraising events and at-cost events (whether sponsored by a club or not). An EPTA should be used for any situation that necessitates a SPOTS purchase on behalf of an AIC. Funds collected from AICs are placed into an EPTA until expenses and revenue (if applicable) are reconciled and distributed.

Date of Request	1/8/2024	Facility	Choose Facility
Staff Name		SPOTS Card Last 4	_____

Employee Responsibilities & Supervisor Approval

EPTAs are SPOTS card user specific. The staff identified on this form is responsible for ensuring the EPTA assigned to them is used in accordance with applicable OARs and DOC policies. Employees assigned an EPTA shall:

- Ensure purchases are made in accordance with DOC policies 30.3.4, Procurement and 30.3.2, State P-Card (SPOTS) Card Program.
- Ensure purchases made on behalf of AICs occur only after funds are processed to an EPTA.
- Ensure appropriate reconciliation of all transactions processed from AIC's trust account(s) to the assigned EPTA.
- Submit monthly SPOTS reconciliation to both Accounting and Central Trust when EPTA is used.
- Confirm sufficient funds are available in EPTA prior to submission to Accounting (DOC SPOTS Monthly Reconciliations Only) and Central Trust (DL TRUST SPOTS) during the monthly reconciliation process.
- Ensure all funds in EPTA are cleared (*expenses paid in full and applied to appropriate cost center. If facilitating an event such as a club fundraiser, net profits must be transferred to the club*) during the reconciliation process. Funds may not be left in an EPTA.

By signing below, I attest that I understand my responsibilities as it relates to EPTAs and will perform due diligence in compliance with applicable OARs and policies of the Department of Corrections.

Staff Signature	
Supervisor Approval	

Financial Services Staff Use Only

Central Trust Manager Approval			
EPTA Assigned	_____	Notes:	
Staff Processing Request		Date Processed	