

User Fee Tracking System

Agency Agreement

State agencies must submit this Agency Agreement signed by the Agency Head or Fiscal Officer before a Request for Access to the User Fee Tracking System application can be processed.

Official Name of the Agency		Parent Agency, if an Attached Agency	
Agency Fiscal Officer	Telephone Number	E-Mail Address	
Fax Number			
If the Agency needs access to any of their Attached Agencies, please list the name of each Agency:			

The Agency must assume responsibility for the security of the User Fee Tracking System application by maintaining agency user information to include assigned IDs and passwords. The Agency must protect the integrity of the application by entering IDs and passwords only for those employees that will actually use the User Fee Tracking System and removing those that become inactive.

Signature of Agency Head or Fiscal Officer:

_____ Date: _____

Please fax completed forms to Tracie Wheaton at 404-656-7916.

All further correspondence concerning the User Fee Tracking System will be directed to the Agency Head or Agency Fiscal Officer named above.

(One form per agency)