

# Student Organizations

# Account Application and Agreement

## INSTRUCTIONS:

1. Student Organization officer fills out the form completely, including the names & contact information for other two officers.
2. Save in pdf format and send to all officers to sign. Must sign front and back of form.
3. Electronic signatures must be an accurate representations of actual signatures. **Typed signatures using a font WILL NOT be accepted.**
4. Email the completed form to: [as.RSObanking@sdsu.edu](mailto:as.RSObanking@sdsu.edu)

## ACCOUNT INFORMATION

TYPE OF REQUEST:  Establish New Account  Modify Existing Account  Renew Account

Recognized Student Organization Name: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Is your organization nationally affiliated?  No  Yes — If yes, what is the Federal ID Number? \_\_\_\_\_

Does your Student Organization have a bank account outside of A.S.?  No  Yes — If yes, which bank? \_\_\_\_\_

## EXPENDITURE APPROVAL

Please indicate who will be authorized to incur expenditures from this account. One of the three authorized signer signatures is required for account expenditures managed by student organizations. All expenditures are subject to review and approval for conformance with account purposes. Please only provide information for those who are authorized signers for the organization.

## AUTHORIZED SIGNERS

Title	Print Name	E-mail	Phone
President/Chair			
Treasurer			
Advisor			
SLL Alternate Advisor (OPTIONAL)			

## AUTHORIZATION / EXECUTED BY

**Please sign in this area.**

Organization President: \_\_\_\_\_ Organization Advisor: \_\_\_\_\_

Organization Treasurer: \_\_\_\_\_ SLL Alternate Advisor: \_\_\_\_\_

**THE REVERSE SIDE OF THIS DOCUMENT CONSTITUTES A PART OF THIS AGREEMENT. PLEASE READ CAREFULLY.**

## FOR ASSOCIATED STUDENTS USE ONLY

AS Accounting Office Initials: \_\_\_\_\_ Account Created: \_\_\_\_\_ Account Updated: \_\_\_\_\_

Account Number Assigned: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_\_



For assistance completing this form, please contact Associated Students at 619-594-6555 or email: [as.RSObanking@sdsu.edu](mailto:as.RSObanking@sdsu.edu).

## AGREEMENT FOR STUDENT ORGANIZATION ACCOUNTING SERVICES WITH ASSOCIATED STUDENTS

Student Organization President or Treasurer must attend a banking training session. Sign up at: <http://newscenter.sdsu.edu/events/calendar.aspx?#?i=1>

### SERVICES PROVIDED

Associated Students will provide the following services to Student Organization in a manner consistent with the Associated Students' fiscal policy:

1. Upon submission of a properly executed Check Request, Associated Students will issue checks as instructed against the Student Organization's account. Checks will be ready for disbursement by Friday of the same week if submitted by Monday at 4:00pm to A.S. Office. If they are submitted after the deadline, the check will be ready the following Friday.
2. Upon submission of cash and checks, the A.S. Office will issue a receipt to the student organization. Items returned by bank for any reason whatsoever will be debited from the Student Organization's account. Collection procedures against returned items will be the responsibility of Student Organization. Any service charges resulting from items returned by the bank will be charged to the organization's account. Service charge amounts are subject to change depending on bank policy.
3. The solicitation, acceptance, and deposit of donations and contributions are governed by policy. Solicitation and acceptance of gifts must be coordinated with the A.S. Office.
4. The deposit of cash gifts below \$5,000 must be made directly with the A.S. Office. Any cash gifts \$5,000 or above must be made directly with the Campanile Foundation.
5. Upon request, the A.S. Business Office will issue to the Student Organization a printout of all accounting activity posted to the Student Organization account through the date indicated. Statements provided as requested through a Request for Accounting Information form available at the A.S. Office.
6. Transactions processed by the Associated Students which, upon review, have errors or omissions, will be discussed with Student Organization, and referred back as needed. The A.S. Office will make dollar amount corrections and/or adjustments to completed transactions only with the approval of the Student Life and Leadership Assistant Student Life Advisor.
7. No fees will be charged for use of cash handling services by Associated Students through these Student Organization Accounts.
8. No interest will be earned by the Student Organization Accounts.
9. Accounts will not be used to hold funds on behalf of other Student Organizations. Funds may temporarily be held by a Student Organization on behalf of another external organization in regards to fundraising purposes where a check for proceeds will be issued to the outside organization.
10. All coin deposits must be rolled. We will not accept anything over a \$1.00 in pennies and will only accept loose coins up to \$1.00.

### EXPENDITURES FROM ACCOUNT

All disbursements from Student Organization Accounts must conform to the purpose(s) indicated on the Application and comply with Associated Students expenditure policies on the use of check requests. Associated Students reserves the rights to deny requests for expenditures that are incompatible with the purposes for which the account was established. Student Organization Accounts are not intended for, and cannot be used for, the disbursement of salaries, wages, or fringe benefits.

### OVEREXPENDITURE OF ACCOUNT

All disbursements from Student Organization accounts shall be fully covered by the current account balance. Otherwise, Associated Students reserves the right to deny requests for checks from the account. No expenditure of funds from the Student Organization account will be allowed until the Student Organization account is determined to be solvent.

### SURVEY OF INACTIVE STUDENT ORGANIZATION ACCOUNTS

If, for three fiscal years, there are no transactions in the Student Organization's account, the balance in the account will be transferred to a suspense account. Notice will be issued to the Student Organization 30 days prior to the transfer. Funds will be held in the suspense account for a period of one fiscal year, after which they will be transferred to a designated account that will be used to fund other registered student organization projects.

### TAX PAYER STATUS

The execution of this agreement does not confer tax exempt status upon Student Organization by virtue of its association with Associated Students.

### LIABILITY FOR ACTIVITIES

Funds deposited to Student Organization Accounts are not under the programmatic or budgetary control of Associated Students. Accordingly, Associated Students assumes no liability for events and activities sponsored by use of these funds. Student Organization agrees to:

1. Indemnify and hold harmless Associated Students of San Diego State University, its officers, agents and employees from any and all losses, costs, damages of any nature or description whatsoever, accruing or resulting to Student Organization in connection with any and all activities sponsored in part or in whole through the use of funds held in the Student Organization account.
2. Indemnify and hold harmless Associated Students of San Diego State University, its officers, agents and employees from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by Student Organization, its officers, agents or employees in the performance of any and all activities sponsored in part or in whole through the use of funds held in the Student Organization account.

### VIOLATIONS

Any expenditure that violates Associated Students policy will not be reimbursed. Student Organizations that violate Associated Students policies will be placed on probationary review through Student Life & Leadership.

### TERMINATION

This agreement may be canceled by either party upon delivery of written notice thereof. The remaining balance will be transferred to an account that will be used to fund other registered student organization projects. The organization will not be delivered a check for the remaining balance.

**By signing here, I agree to the terms of this agreement.**

Organization President: \_\_\_\_\_ Organization Advisor: \_\_\_\_\_

Organization Treasurer: \_\_\_\_\_ SLL Alternate Advisor: \_\_\_\_\_