If your student organization banks on-campus through Associated Students, this is where you will learn how it all works.
What are the benefits of banking with AS?

All Student Organizations that bank with A.S. benefit from the Non-Profit status of Associated Students

1. Student Organizations are not required to file annual taxes
2. Ensures that Student Organizations can carry over accessibility to funds from year to year
3. Helps to prevent the misuse of funds & keep organizational leaders accountable
4. An Account Specialist is available to assist Student Organizations with banking questions
How do I use Student Organization Banking?

- Make Deposits
- Request Reimbursements
- Request Payments to vendors
- Request Activity Information & Statements
Deposits

- Make sure that the form is properly filled out. If you are unsure of the acct# please ask.
- Fill in the amount for each type of deposit.
- Verify that the check total is accurate.
- Enter the total of all the checks under Total Deposit.
- Remember that all checks must be payable to ‘Associated Students of SDSU’
- Mail to:

  Associated Students of SDSU
  5500 Campanile Dr. suite 320
  San Diego, CA 92182
Elements of a check: What to look for

When accepting a check always verify the following information:

- **Check #**
- **Date** shows current year (2020)
- **Payable to** Associated Students of SDSU
- **The numeric amount and written amount match**
- **The check is signed**
- **Routing number and Account**
Withdrawals

There are 4 ways that Student Organizations can withdraw funds:

1. Reimbursements
2. Purchase Orders (used for large orders/purchases)
3. Invoices
4. Use of P-Card
Temporary Policy Change – Signature requirements

● Check Requests

○ In response to the current circumstances surrounding COVID-19 we are not currently requiring signatures on Check Requests.

○ The forms can be found at: https://as.sdsu.edu/stu-org-funding/banking

○ Complete the form online. Enter your name and contact information as the Requestor and your Advisor’s name as the Approver of the expenditure.

○ Then email the form and your receipt(s) to your Advisor for approval.

○ The Advisor will review the documents, then forward the requestor’s email to Diana de la Rosa (as.RSObanking@sdsu.edu) with a statement of approval.
Check Requests

- Date of request
- Payee Name/Off Campus address & Phone# required
- Student Organization Name
- Description of funds
- Choose delivery method
- Totals for each type of expense on separate lines
- Signatures of Requestor & Authorizing Officer
Check Requests

- Date of request
- Payee Name/Off Campus address & Phone# required
- Student Organization Name
- Description of funds
- Choose delivery method
- Totals for each type of expense on separate lines
- Names and Contact information for Requestor & Authorizing Officer
Check Requests

- Date of request
- Payee Name/Off Campus address & Phone# required
- Student Organization Name
- Description of funds
- Choose delivery method
- Totals for each type of expense on separate lines
- Names and Contact information for Requestor & Authorizing Officer
Expense/Object Codes

- These are the most commonly used expense codes
- Email: as.RSObanking@sdsu.edu for additional codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000</td>
<td>Supplies</td>
</tr>
<tr>
<td>5100</td>
<td>Dues &amp; Subscriptions</td>
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<tr>
<td>5520</td>
<td>Food</td>
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<tr>
<td>6125</td>
<td>Travel</td>
</tr>
<tr>
<td>6254</td>
<td>Room/Facility Rental</td>
</tr>
<tr>
<td>6400</td>
<td>Promotions</td>
</tr>
<tr>
<td>6497</td>
<td>Board Relations</td>
</tr>
</tbody>
</table>
Check Requests

If a Check Request is submitted to the A.S. office by 4:00 pm on Monday a check will be mailed out on the following Friday.

- You must provide proof of purchase with one of the following:
  - Original itemized receipt
  - Copy of a cleared check – front & back
  - Bank or credit card statement showing the purchase
  - No Reimbursements for Alcohol are allowed

Who can Approve Check Requests?

- Only the President, Treasurer or Advisor can approve a Check Request.
- If the payee is the President or Treasurer, only the Advisor can approve. If the payee is the Advisor, only the President or Treasurer can approve.
- No student organization officer can approve his/her own check request.
- Authorization from 2 people is always required on a check request form.
Check Requests

If a Check Request is submitted by 4:00 pm on Monday a check will be mailed out on the following Friday.

- You must provide proof of purchase with one of the following:
  - Original itemized receipt
  - Copy of a cleared check – front & back
  - Bank or credit card statement showing the purchase
  - No Reimbursements for Alcohol are allowed

Who can Approve Check Requests?

- Only the Advisor /Budget Manager can approve Check Requests at this time.
- If the payee is the Advisor/Budget Manager, only the President or Treasurer can approve.
- No student organization officer can approve his/her own check request.
- Authorization from 2 people is always required.
When to use a Purchase Order?

This is a good option when a purchase is too large to pay up-front

Steps:

1) Email the completed Purchase Order Request form to: as.RSObanking@sdsu.edu.

2) The accounting department will contact the vendor to verify the purchase and request an Invoice showing the total amount due.

3) When the Invoice is received, AS will contact the Student Organization and ask for a Check Request to be submitted.

4) Associated Students will pay the vendor directly from the Student Organization’s bank account.

5) Allow 5 – 7 days for processing.
Purchase Orders

- Primarily used by student organizations for on campus catering orders
- Only Student Organization Advisors can approve a Purchase Order

Associated Students
PURCHASE ORDER REQUEST
San Diego State University | 619-594-5555
Complete all information legibly or type or fill out online.

P.O. 393

For questions about this order contact:
Name: Student Org Member
Phone: 619-594-1234
Email: somember@gmail.com

Account Name: Student Org Name
Account Code: 619-123-5520
Account Code:
Account Code:

Contract, Quote, or Orders to be sent with P.O.:
Fax

Alternate Vendor (see reverse side)
Name:
Address:
Ship/Store/Zip:
Quoted By:
Phone:

Quantity | Description — Please Print All Information Legibly or Type | Unit Price | Total |
--- | --- | --- | --- |
3 | Sandwich Trays | 100 | 300 |
5 | Ice Tea — Gallons | 25 | 125 |
5 | Large Salads | 25 | 125 |

Delivery Location (if different than Conrad Prebys Aztec Student Union):

Shipping:

Credit/Discount:

Subtotal:

TOTAL:

Signature of Account Advisor/Advisor Signature: ____________ 
Campus Ext. ____________ Date ____________ Phone Number 

School of Business Administration
Office of the Vice President for Finance and Administration
San Diego State University
P.O. Box 850815
San Diego, CA 92186-0815
Phone: 619-594-5555
Fax: 619-594-6767
http://www.sdsu.edu
Invoices

The last step to completing a Purchase Order

Steps:

1. Vendor sends invoice to Associated Students.

2. The Student Organization will be contacted by A.S. and asked to submit a Check Request to as.RSObanking@sdsu.edu.

3. Associated Students will pay vendor directly from the Student Organizations bank account.
P-Card usage:

What are the benefits of using a P-card?

1. Quick and easy way to make purchase online for your student organization.
2. No out of pocket costs to the students.
3. Vendor is payed quickly and the product is received faster.

What is the process for using a P-Card?

- Contact AS to schedule an appointment (mddelarosa@sdsu.edu)
- Save the purchase in an online cart.
- Provide a Check Request authorized by 2 members of your organization at the time of your appointment.
Fundraisers and Tax ID requirements

Some donors may want to use their donation as a tax write-off

There are two types of Fundraisers

1) Tax ID needed for fundraising
   • Donations
   • Volunteering
   • Fundraising through restaurants

2) Tax ID not needed for fundraising
   • Ticket sales
   • Food sales
   • Sponsorships
Tax ID Requests

- Student Orgs must submit a Tax ID request form a minimum of 10 days prior to their event.
- A.S. will send a letter directly to the donor within 7-10 business days.
- Please use the online form and fill out sections 1 & 2.
- Email the completed form to as.RSObanking@sdsu.edu
Donations

- Donations consist of:
  - Cash
  - Checks
  - Gift in kind – supplies, etc.
- You must submit a gift transmittal form with your deposit if an individual donor would like our Tax ID information for tax purposes.
Request for Account Information

- This form is used to request an account activity statement / account balance information
- Only the President, Treasurer or Advisor may request this information
- Email the completed form to as.RSObanking@sdsu.edu
- Allow 3-4 business days
Associated Students Contacts

• To obtain information regarding any banking process contact:
  • Diana de la Rosa, Student Organization Accounts Specialist
  • as.RSObanking@sdsu.edu
Student Organization Funding Resources

- Did you know that every recognized student organization on campus qualifies for funding through Associated Students?

This could be free money for your student organization. Check it out!
Associated Students Funding sources:

- A.S. Travel fund
- Campus Program Funding – CPF
- Cultural Organization funding
- College Council Allocation

San Diego State University Funding sources:

- Student Success Fee - SSF
- Instructionally Related Activity Fee - IRA
Who qualifies for Funding

- **A.S. Travel Fund**
  - All Recognized Student Organizations
- **Campus Program Funding (CPF)**
  - All Recognized Student Organizations
- **Cultural Organization Funding**
  - Student Organizations who recruit & retain underrepresented students.
- **College Council Allocation**
  - Academic Organizations within a College
- **Student Success Fee**
  - Academic Organizations within a College
- **Instructionally Related Activities (IRA)**
  - Academic Organizations within a College
Associated Students Travel Fund

Up to $900 / per academic year is available to all Recognized Student Organizations traveling to events outside San Diego county.

- Completed Travel packets must be submitted to the AS office at least 2 weeks prior to the beginning of travel.
- Funding is awarded through the Financial Affairs Committee on first come first serve basis. The Committee will review your request and approve it or ask for more information.
- After they return from travel, students are reimbursed for travel costs by submit the required forms and documentation.
- Travel Forms, Policies and Guidelines can be found on the AS website. [https://as.sdsu.edu/stu-org-funding/travelforms](https://as.sdsu.edu/stu-org-funding/travelforms)
- Find the details regarding states that we will not fund travel for at: [https://oag.ca.gov/ab1887](https://oag.ca.gov/ab1887)
Campus Program Funding - CPF

- This fund helps Recognized Student Organizations to finance on-campus events.
- Events must be free of charge and open to all students.
- An event application (EAS) must be submitted online, 8 weeks prior to the event, in order to be considered for CPF funding.
- Student Organizations will be assigned a date to make a 3-minute PowerPoint presentation to the CPF committee.
- The CPF committee will make their decision on each application on the day of the presentations.
- If not approved Student Organizations may appeal to the Financial Affairs Committee.

https://as.sdsu.edu/stu-org-funding/cpfguide
Cultural Organization Funding

This funding supports student organizations that are cultural in nature to foster cultural diversity by supporting their members and the campus community.

- Helps student organizations to support underrepresented students.
- Student Organizations must submit a budget proposal and a Program Evaluation explaining what the mission of their Student Organization is and how the funding will be benefit them.
- Funding is awarded through the Financial Affairs Committee.
College Council Allocation

- Funding is awarded by the Financial Affairs Committee to the College Councils to support the promotion of academically oriented Recognized Student Organizations within each College.

- Additional unallocated funds are also available to all College Councils.
  - A presentation is made to the Financial Affairs Committee by the Council/RSO explaining how they used their allocated funds and how they plan to use the additional unallocated funds that they are requesting.

### College Council Budget Allocation

<table>
<thead>
<tr>
<th>College</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Letters</td>
<td>$4582</td>
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<tr>
<td>Business</td>
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<tr>
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<td>$5000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$49,998</strong></td>
</tr>
</tbody>
</table>
San Diego State University Funding Sources:

- **Student Success Fee – SSF (for academic related programs)**
  - Funding that provides an opportunity for students to become engaged and involved in their education outside of their academic courses. Application are submitted in the fall semester.
  
  [https://provost.sdsu.edu/resource-management/ssfee](https://provost.sdsu.edu/resource-management/ssfee)

- **Instructionally Related Activity Fee – IRA**
  - Funds allocated for activities and laboratory experiences essential to a quality educational program. Applications are submitted in the spring semester
  
  [https://bfa.sdsu.edu/financial/acctpay/ira.aspx](https://bfa.sdsu.edu/financial/acctpay/ira.aspx)

Contact your College Council advisor for information on these programs.