

BANKING TRAINING

**For Student Organizations that have
selected On-Campus Banking**

Course Outline

Lesson 1

Banking Options

Lesson 2

The benefits of Banking with
Associated Students

Lesson 3

Purchases & Reimbursements

Lesson 4

Making Deposits

Lesson 5

Fundraising & Account
Statements

Choosing your Banking Option

Effective July 1, 2016 California State University (CSU) guidelines require RSO's to obtain an account with Associated Students (A.S.). External bank accounts (i.e. U.S. Bank, Bank of America, Wells Fargo, etc.) can no longer be used for the financial management of RSOs.

Select only one of the following options:

- On Campus Banking
- Off Campus Banking
- No Bank Account

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

ACCOUNT INFORMATION			
TYPE OF REQUEST: <input type="checkbox"/> Establish New Account <input type="checkbox"/> Modify Existing Account <input type="checkbox"/> Renew Account			
Recognized Student Organization Name: _____		Academic Year: _____	
Is your organization nationally affiliated? <input type="checkbox"/> No <input type="checkbox"/> Yes — If yes, what is the Federal ID Number? _____			
Does your Student Organization have a bank account outside of A.S.? <input type="checkbox"/> No <input type="checkbox"/> 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			
AUTHORIZATION / EXECUTED BY			
Please sign in this area.			
Organization President: _____			Date Signed: _____
Organization Treasurer: _____			Date Signed: _____
Organization Advisor: _____			Date Signed: _____
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.

Account Application & Agreements

ONLY student organizations that select On Campus banking are required to submit an account application form.

This form indicates who will be authorized to transact on behalf of your student organization.

This form must be signed by the President, Treasurer and Advisor

If there are changes to the officers during the year, a new application must be submitted.

<https://as.sdsu.edu/stu-org-funding/banking>

What are the benefits of banking On Campus?

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

- Student organizations are not required to file taxes.
- Helps to prevent the misuse of funds & keep organizational leaders accountable.
- Ensures that the accessibility of Student Organization funds are carried over from year to year.

How does On Campus Banking Work?



Request Payments or Reimbursements



Make Deposits



Request Tax ID or Statement information

There are 3 options for making purchases:

- REIMBURSEMENTS – When a student pays out of pocket and is later reimbursed
- INVOICES – When A.S. pays the vendor directly from your student organization account
- P-CARD PURCHASE – When your online purchase is paid with the Student Organization credit card (P-card)

*A check request form is required for all 3 options.

<https://as.sdsu.edu/stu-org-funding/banking>

Student Organizations Check Request

Requester: Complete the entire form including the name and email of the Authorized Approver. Then email the completed form and receipt(s) to the Student Organization Authorized Approver for review & approval.
Authorized Approver: Review documents, forward requester's email with a statement of approval to: as.RSObanking@sdsu.edu.

NOTE: ALL ASTERISKED (*) FIELDS MUST BE COMPLETED.

*Date of Request: _____ Invoice Date: _____

*Name to Whom the Check is Payable (Payee): _____

*Off Campus Address: _____

*City/State/Zip: _____

*Payee Phone (include Area Code): _____

*Student Organization Name: _____

Invoice # (if applicable): _____

*Expense Description: _____

*Check Delivery Method: Mail Pick-up Name: _____
(Name of person authorized to pick up for the Payee)

A.S. ACCOUNTING USE ONLY

Update Address

Budget & RSO Status Verified

All student organization account numbers begin with 0 - 19 - XXX - XXXX

*Enter your account coding below

	*\$ Amount
_____	_____
_____	_____
_____	_____
_____	_____
*Total \$	0.00

*Requester's Name (please print): _____

*Requester's Phone #: _____

*Requester's E-mail Address: _____

*Advisor/Approver Name (please print): _____

*Advisor/Approver E-mail Address: _____

Student Organization Check Request

This form must be completed when requesting payments or reimbursements from your Student Organization Account

Submit the completed form and an itemized receipt containing proof of payment to your advisor for review and approval.

- No signatures are required when you submit this form via email.
- If submitted in person at the A.S. office your Faculty Advisor must sign the form.

The receipt must contain the following:

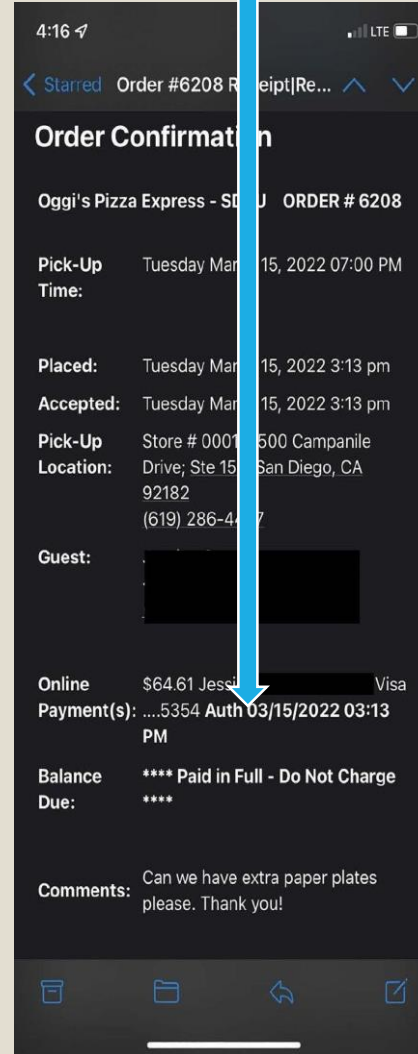
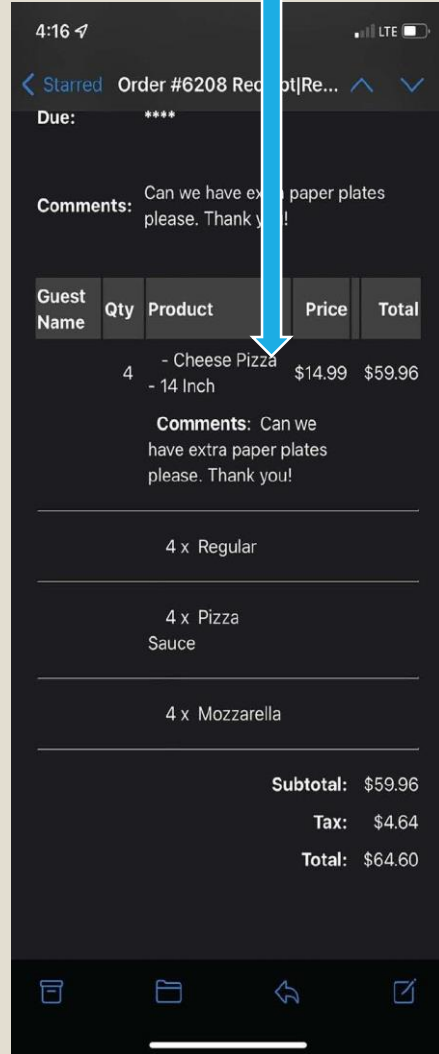
- Details of purchased items
- Proof of payment

Fill out the areas highlighted in yellow

Receipt #1
Incorrect – not itemized



Receipt #2
Correct - Itemized and shows proof of purchase.



Receipt #3 (Paid Invoice)
Correct – Itemized and shows proof of payment



Receipts must be itemized and show proof of payment



Vendor ID: _____

Check Request

Requester: Complete the entire form(including the name and email of the Advisor/Budget Manager) then forward the competed form and receipt(s) to the Advisor/ Budget Manager for approval.
Advisor/Budget Manager: Review back-up documents and sign/approve check request form
Submit documents to asap@sdsu.edu, Cultural and College Council Organizations submit documents to as.RSObanking@sdsu.edu

Date of Request: _____ Invoice Date: _____

Name to Whom the Check is Payable (Payee): _____

Address: _____

City/State/Zip: _____

Payee Phone (include Area Code): _____

Email Address: _____

Name of Organization or Affiliation: _____

Purchase Order # (if applicable): _____

Invoice # (if applicable): _____

Expense Description: _____

Delivery Method: Mail Pick-up: Name _____
(Name of the person authorized to pickup for the Payee)

A.S. ACCOUNTING USE ONLY

Update Address

Budget Checked

Account Number / Line Item Code X - XX - XXX - XXXX	\$ Amount
Total \$	0.00

Requester's Name (please print): _____

Requester's E-mail Address: _____

Requester's Phone #: _____

Advisor/Budget Manager's Name (please print): _____

Advisor/Budget Manager's E-mail Address: _____

Advisor/Budget Manager's Signature : _____

A.S. Check Request

This form must be completed when requesting payments or reimbursements from your **College Council or Cultural Funds Account** (not applicable to all organizations)

Submit the completed form and an itemized receipt to your College Council advisor or to your faculty advisor (cultural orgs)for review and approval.

- No signatures are required when you submit this form via email.
- If submitted in person at the A.S. office the appropriate Advisor/Budget Manager must sign the form.

The receipt must contain the following:

- Details of purchased items
- Proof of payment

Fill out the areas highlighted in yellow

Most Commonly Used Expense Codes

- 5000 –Supplies
- 5100 – Dues & Subscriptions
- 5520 – Food
- 6125 – Travel
- 6200 – Services
- 6254 – Facility Rental
- 6400 – Promotions
- 6413 – Gift Cards

Purchases of Alcohol, Tobacco &
Gambling will not be reimbursed

Check Request Approval Process



Check requests can only be approved by the Student Organization Advisor

- Check Request forms can be completed online and then emailed to your Student Organization Advisor for review and approval (no signatures required) or they can be signed by the advisor and then dropped off at the A.S. office.
- Check requests submitted by 12pm on Monday will be mailed out (or be available for pick up at the A.S. front desk) on the following Friday.
- The A.S. office is located on the 3rd floor or the Aztec Student Union Building, suite 320. Our office hours are Monday - Friday 8am to 4:30pm.
- Please use the most current forms found on the A.S Website on the following link: <https://as.sdsu.edu/stu-org-funding/banking>

Receipts vs Invoices

What is an Invoice?

An invoice is a “promise to pay”.

This is a good option when making a large purchase from a vendor and you would like Associated Students to pay that vendor directly from your student organization account.

To Proceed:

- Submit a check request and the invoice to your advisor for review and approval.



Using the P-Card

This is a great option for paying online purchases

- There are no out of pocket costs
- The vendor is paid quickly so the product is delivered quickly



What you need to do to proceed:

- Submit a check request and a copy of your online order/cart to your advisor for approval.
- Contact the Student Organization Accounts Specialist (as.RSObanking@sdsu.edu) to schedule a meeting.
- Banking Hours: Monday – Friday 9am to 3pm

Electronic Deposits

For dues ONLY!

Student Organization members can now pay their dues with debit or credit card on the banking page of the A.S. website.

<https://as.sdsu.edu/stu-org-funding/banking>

Student Organizations Account Deposit Slip

Organization Name: _____
 Account Number: _____ Deposit Date: _____

DEPOSIT BREAKDOWN: (will be used to note revenue on monthly statement)
 Dues (3271): \$ _____ Donations* (3300): \$ _____
 Fundraising* (3311): \$ _____ Sponsorships (3325): \$ _____
*Must include Gift Transmittal Form or Tax ID Request Form (if applicable).

CASH			CHECKS	
Qty	Bills	Total	Check #	Amount
_____	\$100	_____	1	_____
_____	\$50	_____	2	_____
_____	\$20	_____	3	_____
_____	\$10	_____	4	_____
_____	\$5	_____	5	_____
_____	\$1	_____	6	_____
_____	Quarters	_____	7	_____
_____	Dimes	_____	8	_____
_____	Nickels	_____	9	_____
_____	Pennies	_____	10	_____
_____	Other	_____	11	_____
Total Cash \$ _____			12	_____

Total Checks \$ _____

TOTAL DEPOSIT \$ _____

Deposited by: _____ Date: _____
 E-mail Address: _____
 Verified by: _____ Date: _____

 For assistance completing this form, please contact Associated Students at 619-594-6555 or email asaa@mail.sdsu.edu. Completed forms should be turned into the A.S. Business Office, Conrad Prebys Aztec Student Union, Suite 320.

Making Deposits in-Person

Banking Hours: Mon-Fri 9am to 3pm

Deposits are made at the A.S. office, located on the 3rd floor of the Aztec Student Union building, suite 320

***All checks must be made payable to Associated Students**

If you are unsure of the account number please ask for assistance at the A.S. front desk, or call (619) 594-6555

Deposits can also be mailed to:
 Associated Students
 5500 Campanile Dr. suite 320
 San Diego, CA 92182-7800

https://as.sdsu.edu/files/stu-org-funding/banking/SO_Deposit_Slips.pdf

Elements of a check: What to look for

When accepting a check always verify the following information:

- **Check #**
- **Date:** shows current year
- **Payable to:** Associated Students of SDSU
- **The numeric amount and written amount match**
- **The check is signed**

John Doe	Check #	
123 Good Karma Ln		
Happytown, CA 12345	Date: 0/00/2020	
Pay to the order of	Associated Students of SDSU	\$100.00
	One Hundred and 00/100	Dollars
Bank Name		
Bank Address		
MEMO: Student Org Name		John Doe's Signature
Routing Number		Account Number

Transportation of Cash

1. Cash should be delivered to the Associated Students office within 5 business days of receiving the funds.
2. Cash should be secured in a lockable receptacle until deposited.
3. Transportation must be done in a secure manner to protect the individuals and the cash.
4. Two Student Organization members should be present when transporting \$1000 or more.
5. Banking hours are Monday – Friday 9:00 AM to 3:00PM.

Student Organizations

Gift Transmittal Form

Student Organization Name: _____ Account Number: _____ Date: _____

Check#/Cash	Amount	Donor name	Address	E-mail
<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash				
<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash				
<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash				
<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash				
<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash				
<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash				
<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash				
<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash				
<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash				
<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash				

Organization Authorized Signer: _____ Received by: _____

FOR A.S. ACCOUNTING OFFICE USE ONLY

Fund Account Number: _____ Total Amount Received \$ _____ Check Request Processed by: _____
Deposit Completed by: _____ Date _____



For assistance completing this form, email Associated Students at: as.RSObanking@sdsu.edu. Completed forms should be mailed to: Associated Students
5500 Campanile Dr. suite 320 San Diego, CA 92182 with the checks listed above.

Gift Transmittal

If donors give you a donation in person and request Tax ID information, use this form to collect their contact information.

Then Associated Students will send the donor the tax information that they need to write off their donation.

https://as.sdsu.edu/files/stu-org-funding/banking/SO_Gift_Transmittal_Form.pdf

Fundraising & Tax ID Requests



Tax ID Requests are commonly requested when a donor or fundraising venue would like to write off the funds that they will be donating to your student organization.

Date: _____ E-mail completed form to: as.RSObanking@sdsu.edu

Complete this section if doing an Online fundraising application: 1

To: Business Name: _____

Complete this section if a Business is making a donation: 2

To: Business Name: _____ Phone #: _____

Contact Name: _____

Business Address: _____

W-9 Requested _____ E-mail: _____

Organization Information: 3

Student Organization: _____

Student Name: _____ E-mail: _____

Phone #: _____ Event Date (if known): _____

Name of Event: _____ \$ Amount of Expected (if known): _____

NOTE:

- Donations over \$5,000 must go through the Campanile Foundation and will incur an administration fee which will be deducted before funds are deposited in your activity account.
- This process takes approximately 7 to 10 days.

INTERNAL ACCOUNTING USE ONLY

CHECKLIST:

Tracking Sheet Updated: _____ Date: _____

Create Letter: _____ Date: _____

Mail/E-mail/Fax: _____ Date: _____

Review/Verify Account: _____ Date: _____

Tax ID Request

Complete this form for **EVERY** fundraising event.

After your event is completed, Send an email to as.RSObanking@sdsu.edu letting us know the amount of the check to expect from the fundraising vendor.

Make sure donors & fundraising vendors know the following.

- Checks must be made payable to: Associated Students
- Checks should be mailed to:
Associated Students
5500 Campanile Drive, suite 320
San Diego, CA 92182-7800

<https://as.sdsu.edu/stu-org-funding/banking>



REQUEST FOR ACCOUNTING INFORMATION

(Please print all information)

Date: _____

Student Organization Account #0-19-_____ Cultural Organization Account # 0-03-_____

Organization Name: _____

Requester Name: _____

Email: _____

Phone Number _____

INFORMATION REQUESTED

- A.S. Cultural Funds Budget Statement
- Organization Account Statement

Please allow 3-4 business days for request to be completed.
For assistance email: as.RSObanking@sdsu.edu.

ASSOCIATED STUDENTS USE ONLY

- Reviewed by: _____ Date: _____
- Completed by: _____ Date: _____
- E-mailed Printed for Pick Up

Rev. 11/22

Account Information Request

This form is used to request an account balance for a Student Organization Account or a Cultural Organization Funds Account.

Only the President, Treasurer or Advisor may request this information.

Allow 3-4 Business days for a response

<https://as.sdsu.edu/stu-org-funding/banking>

THANK YOU!

Diana de la Rosa

Student Organization Accounts Specialist

as.RSObanking@sdsu.edu

Associated Students
5500 Campanile Dr. suite 320
San Diego, CA 92182-7800