Student Organization
Bank Accounts

Training Session
Agenda:

- What is Student Organization Accounting?
- Student Organization Banking Benefits?
- RSO Banking Options
- Getting Started
- Keeping the Account Current
- Now What?
- Deposits
- Withdrawal Process

- Check Requests
- Purchase Orders
- Invoicing
- Fundraising
- Tax ID Numbers
- Donations
- Activity Statements
- Contacts
- FAQ’s
What is Student Organization accounting?

- A service provided by Associated Students for all student organizations to set up an Activity account.
- The student organization Activity account serves the same purpose as banking with public and private banks.
- The student organization is able to deposit money or request reimbursements from their account.
• Banking with Associated Students will ensure funds are available to the student organization from year to year and also helps to prevent the misuse of funds.

• Student Organizations do not need to use their Social Security number when they bank with Associated Students or file taxes.
Effective July 1, 2016, California State University (CSU) guidelines do not allow external bank accounts (i.e. U.S. Bank, Bank of America, Wells Fargo, etc.) unless approval is granted.

RSO’s are expected to choose one of three options on their RSO application:

- Option 1: Maintain / Open an On-Campus bank account with A.S.
- Option 2: National Organization Exemption Request
- Option 3: No Banking Exemption Request

RSO’s that utilize Associated Students for banking services must submit a completed Bank Account application every academic year.
POLICY OBJECTIVE

It is the policy of the California State University (CSU) to provide direction in the administration of student organizations’ monies. This policy pertains to student organizations formally recognized by the campus as defined in Executive Order (EO) 1068 – Student Activities, section titled “Formal Chartering and Recognition Policies.”

The campus Chief Financial Officer (CFO) or designee and the Vice President for Student Affairs (VPSA) or designee, must jointly establish written policies and prepare supporting procedures governing the administration of student organization funds.

POLICY STATEMENT

100 Overview

Student Organizations are established in accordance with procedures published by individual CSU campuses per EO 1068. Monies collected in the name of the student organization for its activities must be used exclusively for the purpose of furthering the student organization’s goals and objectives.

This policy shall be fully implemented by CSU locations by June 30, 2017.

200 Authority

Per EO 731 – Designation of Chief Financial Officer, the campus CFO is responsible for the business and financial affairs of the institution. Per EO 1068, it is the Vice President of Student Affairs’ (VPSA’s) responsibility to oversee the chartering and recognition of student organizations.

300 Funds Administration

Monies collected in the name of the Student Organization must be maintained in a bank account of the University or an Auxiliary Organization (with Presidential approval in accordance with campus policy) as determined by the campus CFO. Auxiliary organizations may accept or administer university funds as an agent of the University when specifically authorized in writing by the campus President or his/her designees per EO 1059 – Utilization of Campus Auxiliary Organization.

Whichever entity normally holds student organization monies does so under its employer identification number (EIN) and is, therefore, obligated to record revenue and expenses for the student organization in its financial records. Campuses with this responsibility record the student organization transactions in the legal-basis ledger. In addition, whichever entity records student organization transactions is further obligated to meet all regulatory reporting requirements pertaining to such transactions, including the inclusion of the financial activity in tax filings.
Campus may engage its auxiliary organization to act as its agent in the operation of the student organization. However, the campus will ultimately include all revenue and expense of student organizations in its financial records, and the auxiliary organization will maintain an accounting of the agency relationship through Assets and Liabilities.

At no time shall a Student Organization deposit funds into an unauthorized bank account. Any exceptions to this requirement (e.g., nationally affiliated organizations or local organizations with a separate 501(c)(3) status) must be approved by the campus CFO or designee.

400 Cash Handling

Campus policies and procedures related to handling and processing cash and cash equivalents should be followed, as practicable, considering relative risk (i.e. value, repetitiveness of transactions, etc.) to ensure assets are protected and accurately processed.

500 Responsibilities

A Student Organization’s officers are responsible for maintaining the financial solvency of the organization in accordance with the individual campus’ Student Organizations Handbook.

600 Student Organization Funds Administration Agreement

Each Student Organization establishing an agency banking relationship with the University or an Auxiliary Organization must have a current Student Organization Funds Administration Agreement on file with the campus Student Affairs department.

700 Donor Funds

Refer to Campus gift policy regarding the receipt of donor funds.

Office of the Executive Vice Chancellor
Business and Finance

Approved:

Applicability and Areas of Responsibility

CO Manager
Jean Gill
Subject Expert
Mary Ek
Kristina Randig
Ray Murillo
Mike Redmond

Affinity Group
Revision History
5/18/15

Resources and Reference Materials

Useful Guidelines
Frequently Asked Questions (FAQ)

Related Principles
Additional information related to these policies and procedures can be found in Section 3000 and Section 6000 of the ICSUAM.

Sound Business Practices
Sample Letter regarding National Organizations’ Bank
Sample Student Organization Funds Administrative Agreement

Laws, State Codes, Regulations and Mandates
Executive Order No. 1059, Utilization of Campus Auxiliary Organizations
Executive Order No. 1068, Student Activities
Executive Order No. 731, Designation of Chief Financial Officer
Education Code Section 89300 – 89304
Council for Advancement and Support (CASE) Reporting Standards & Management Guidelines

The CSU Name
• **First step:** Account Application & Agreement – Available at Associated Students, Student Life & Leadership or online.
  - You can find all A.S. Bank Account forms on the AS website under Non-A.S. Funded Banking-Student Organization BankingForms: [https://as.sdsu.edu/stu-org-funding/banking](https://as.sdsu.edu/stu-org-funding/banking)
  - Complete & submit application
  - Email notification to be sent upon approval
Steps to complete the form:

1. Student Organization President, Treasurer and Advisor fill out and sign.

2. Student Organization Advisor reviews and signs the form.

3. Student Organization must have at least three people who can sign for the account:
   - President
   - Treasurer
   - SDSU Faculty/Staff Advisor

Account Application and Agreement

**INSTRUCTIONS:**

1. Student Organization President and/or Treasurer fill out the form and sign.
2. Student Organization Advisor reviews and signs the form.
4. Account Application processed and Student Organization notified of account number via e-mail and banking can begin.

**ACCOUNT INFORMATION**

**TYPE OF REQUEST:** [ ] Establish New Account [ ] Modify Existing Account [ ] Rerow Account

Registered Student Organization Name: 

Academic Year:

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

Do you 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 confirmation with account purposes. Please only provide information for those who are authorized signers for the organization.

**AUTHORIZED SIGNERS**

<table>
<thead>
<tr>
<th>Title</th>
<th>Print Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>President/Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.L. Alternate Advisor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORIZATION / EXECUTED BY**

Please sign in this area:

<table>
<thead>
<tr>
<th>Organization President</th>
<th>Organization Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization Treasurer</th>
<th>S.L. Alternate Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**FOR ASSOCIATED STUDENTS USE ONLY**

A.S. Accounting Office Initials: Account Created: 

Account Updated: 

Account Number Assigned: 

Date: 

The person completing this form, please contact Associated Students at 619-534-5525 or email asbursar@ucsd.edu. Completed forms should be turned into the A.S. Business Office, Conrad Prebys Aztec Student Union, Suite 220.

All signatures on application MUST be original.
4. Original form is submitted to Associated Students Office, Aztec Student Union 320

In emergency situations only, a Student Life & Leadership Alternate Advisor may act as a signer.
• Modify Existing Account - Any time officers or advisor make changes, the student organization must submit a new Account Application & Agreement with new signatures.

• Renew Account - The student organization will need to renew their AS bank account each academic year, *(Even if the president, treasurer and advisor are the same!)*

• The organization will not be allowed to access its funds unless the account is renewed. Only deposits will be allowed.

Keeping the account current
• Once the application is submitted to the A.S. Office, an account number will be created and sent to the Student Organization via e-mail.
  • 0-19-XXX  *(This is what the account number will look like)*
  • This should take approximately 5-7 business days.
• Once the account number is set up you will need to finish the Recognized Student Organization Application online.
• After the student organization has been recognized the student organization can begin depositing and withdrawing funds from their account.
• If your Account Application is denied an email will be sent to your student organizations on what needs to be corrected or answered before we can approve your account application.
• Student Organizations can deposit cash and checks into their account in the Associated Students Office
  • Deposit hours: Monday through Friday from **9 a.m. to 3:30 p.m.**
    • Deposits resulting from special events or containing large cash amounts (more than $500 in cash), will need to make an appointment by contacting the A.S. Office (619-594-6555).
  • Checks should be made payable to “Associated Students” with Student Organization Name on the “Memo” line. We will not accept checks if the information is not correct.
  • Checks deposited will be available for withdrawal 3-4 business days after date of deposit.
1. Make sure that the form is properly filled out prior to coming into our office, if you are not sure what your student org acct# is please ask someone at the front desk.

2. Properly fill out the amount that you want for each revenue code.

3. Verify the appropriate dollar or check amount has been accurately filled out.

4. This will be the total amount of checks and cash.

**Make sure the deposit slip has the correct check information.
Account Number & Expenses

These are the most commonly used codes, however there are additional codes used. Please email asaa@mail.sdsu.edu if you have questions or are unsure which code to use. **DO NOT USE Object Code 9500.**

<table>
<thead>
<tr>
<th>Revenue Code Number</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3271</td>
<td>Dues</td>
<td>Membership fees for organization</td>
</tr>
<tr>
<td>3300</td>
<td>Donations</td>
<td>Funds donated from entity</td>
</tr>
<tr>
<td>3311</td>
<td>Fundraisers</td>
<td>Funds that are raised from an event (car washes, restaurants, etc.)</td>
</tr>
<tr>
<td>3325</td>
<td>Sponsorships</td>
<td>Funds or items from vendors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Code Number</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000</td>
<td>Supplies</td>
<td>Supplies to run meetings and events</td>
</tr>
<tr>
<td>5100</td>
<td>Dues/Subscriptions</td>
<td>Fees to be paid for national/regional organization for membership</td>
</tr>
<tr>
<td>5520</td>
<td>Food</td>
<td>Food purchases</td>
</tr>
<tr>
<td>6025</td>
<td>Insurance</td>
<td>Insurance for team members or events/programming</td>
</tr>
<tr>
<td>6125</td>
<td>Travel</td>
<td>Any costs pertaining to the organization traveling for conferences, retreats, etc.</td>
</tr>
<tr>
<td>6254</td>
<td>Room Rentals</td>
<td>Room rentals from AS, SDSU, or other entities</td>
</tr>
<tr>
<td>6400</td>
<td>Promotions</td>
<td>Materials for promoting an event or meeting, Advertising</td>
</tr>
<tr>
<td>6497</td>
<td>Board Relations</td>
<td>Recruitment, retention, board activities such as meetings.</td>
</tr>
</tbody>
</table>
Student Organizations can “withdraw” money from their account in three different ways:

- 1) Reimbursement
- 2) Purchase Orders (for large orders/requests)
- 3) Invoicing

Student Organizations must complete a **Check Request Form**

- Form is available online (AS websites) or in the office of Associated Students – It is the one with the black header
- You must attach original itemized receipts – No exceptions
- Invoices must show proof of purchase (one of the following is acceptable):
  - Copy of cleared check – Front/Back
  - A bank or credit card statement showing the charge
  - Vendor invoice showing amount due is $0.00
- There will be no reimbursements for alcohol.
- Check requests submitted by 4 p.m. on Monday and should have a check available for pick up/mail on that Friday after 9 a.m.
  - If there is a holiday during the week, submittal deadline will be the preceding Thursday at 4:00 pm. Please note if a holiday falls during a work week a check run will not take place that week.
  - **No check runs for the week of the Thanksgiving holiday or the last two weeks of the calendar year and the week of July 4th.**
Note: If you are the requestor/payee/advisor, you must have a counter signature.

The Treasurer & President **Must** have the Advisor sign off on a check request payable to him/her.

The Advisor **Must** have the President or Treasurer sign off on a check request payable to him/her.

**Check Requests**
Check Requests

Attach original receipts

- Date of Request
- Payee Name/Off Campus address and phone# required
- Student Organization Name
- Description of funds
- Choose a Delivery Method
- Totals for each line item
- 2 Signatures
  - a) Requester’s
  - b) Student Organization Authorized Officer
- Signer must be two different people

415x137 2 Signatures
a) Requester's
b) Student Organization Authorized Officer

19
Purchase orders (P.O.) are a “promise to pay”

Please allow 5-7 business days to process P.O. requests

Student Organization must have the funds available to issue a P.O., Associated Students will verify funds.

Once goods are received, you must submit a check request with the invoice attached to Associated Students for payment directly to vendor

When receiving the product make sure to have a different signature of who is receiving the product.

When to use a Purchase Order (P.O.):

1) Purchase is too large to pay up front
2) Vendor requires a purchase order before goods/catering are received by the student
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Blue t-shirts</td>
<td>20.00</td>
<td>1000.00</td>
</tr>
</tbody>
</table>

Selected vendor information

Student org information

Indicate as much information as possible

**E-mail has shown to be more efficient

Advisor Signature

Preferred method of PO submission to vendor
• If a purchase is too large to pay out-of-pocket, Associated Students may pay the vendor directly with an invoice

• The invoice must be attached to a completed check request

• Steps:
  • 1) Vendor sends invoice to student org representative or Associated Students.
  • 2) Student org representative will attach invoice to a check request
  • 3) The vendor’s information will be written in the “Payee” section of the check request
  • 4) Authorized signer must sign check request
  • 5) Submit completed form to Associated Students Office
  • 6) Associated Students will pay vendor directly from student org’s funds if funds are available in the student organization AS bank account.

Invoicing
• Two types of fundraisers:
  1. Tax ID needed for fundraiser
     • Volunteering
     • Any business offering to sponsor your fundraising activity
  2. Tax ID not needed for fundraiser
     • Ticket Sales
     • Food Sales
     • Car Washes
     • Apparel Sales
• Student Organizations no longer need to apply or obtain a tax ID number or 501(3)c status.
• Student Organizations will be using the federal tax ID number of the Associated Students which is a 501 (3) c entity.
• Tax ID number is only issued to the donors/sponsors and not handed out to individuals – Requests must be submitted to obtain this number.
• Student Organizations requesting a tax ID number for a fundraiser must submit a Tax ID Request Form to the A.S. Office.
• Form must be submitted 10 business days minimum prior to the event
• A.S. will then send a letter with the required information directly to the vendor within 7-10 business days.
# Tax ID Request Form

**Associated Students**, Phone: 619-594-6555, Fax: 619-594-6532, E-mail: asaa@mail.sdsu.edu

<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>To: Business Name:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Contact Name:</td>
<td></td>
</tr>
<tr>
<td>Business Address:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

## Organization Information:

<table>
<thead>
<tr>
<th>Student Organization:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Student Name:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Contact #:</td>
<td>Event Date:</td>
</tr>
<tr>
<td>Name of Event:</td>
<td>Amount of Sponsorship/Donation:</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>CHECKLIST:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Review/Verify Account:</td>
<td>Date:</td>
</tr>
<tr>
<td>Tracking Sheet Updated:</td>
<td>Date:</td>
</tr>
<tr>
<td>Create Letter:</td>
<td>Date:</td>
</tr>
<tr>
<td>Mail/E-mail/Fax:</td>
<td>Date:</td>
</tr>
<tr>
<td>Review/Verify Account:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

For assistance completing this form, please contact Associated Students at 619-594-6555.
• **Donation**: a gift or contribution given to an organization
  - Cash
  - Check
  - Gift in Kind – Materials, supplies, etc.
  - Third party work *(i.e.-security work for Elite Security)*

• When receiving cash or check donations, the Student Organization must complete a **Gift Transmittal Form** and submit it along with the deposit to the A.S. Office.
  - Checks must be made payable to Associated Students because you are using the A.S. tax ID number.
  - Funds will be deposited into your Student Organization account.
# Gift Transmittal Form

<table>
<thead>
<tr>
<th>Check#/Cash</th>
<th>Amount</th>
<th>Donor name</th>
<th>Address</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Check</td>
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<tr>
<td>[ ] Check</td>
<td>[ ] $</td>
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</tbody>
</table>

Organization Authorized Signer: [ ]

Received by: [ ]

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**FOR A.S. ACCOUNTING OFFICE USE ONLY**

Fund Account Number: [ ]

Total Amount Received: [ ]

Check Request Processed by: [ ]

Deposit Completed by: [ ]

Date: [ ]

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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 310.
• Complete a request for Accounting Information form (form may be obtained at the A.S. Office Front Desk or on SLL’s website) We will only process these requests once a month.
• Only the President/Treasurer or Advisor can request the accounting information for the student organizations AS bank account.
• There is a 2-3 business turnaround to have the information available to your student organization either by email or you can pick up a statement at the front desk.
• To obtain/submit forms, make deposits, and gather information regarding process:
  • Associated Students Office
  • Aztec Student Union 320
  • 619-594-6555

• To request an account statement or follow up on a check request status please email asaa@sdsu.edu:
  • Melissa Serrano, Accounting Specialist (mserrano@sdsu.edu)
  • Amy Yañez, Accounts Payable Coordinator (ayanez@sdsu.edu)
  • Aztec Student Union 320
  • 619-594-6555

• To obtain Student Organization Banking/Travel Packets forms online please go to
  • https://as.sdsu.edu/stu-org-funding/ (Forms)
• **When and where can an organization make a deposit?** Deposit hours are **M-Fr 9am-3:30pm.** Deposits resulting from special events or containing large cash amounts (more than $500 in cash), can be deposited outside of the designated hours by contacting the Associated Students and setting up an appointment at 619-594-6555.

• **How can an organization withdraw money from their account?** Money would be withdrawn from an account as a reimbursement – we do not give cash advances. Checks deposited will not be available for withdrawal until 3-4 days after date of deposit. In the case that a Student Organization would like to pay for an expensive good/service, but cannot front the money, a purchase order can be made upon their submission of a Purchase Order Request Form (this is a promise to pay to the vendor that will be paid after the Student Organization receives their good/service).

• **After submitting a check request form, how soon will an organization receive its reimbursement?** Check requests submitted by 4pm on Monday will have checks available for pick up/mail on that Friday after 9 am. Unless it is a holiday weekend then it will need to be submitted the prior Thursday by 4pm.

• **If an organization would like to raise funds, how and where can it receive a Federal Tax ID number?** Associated Students will provide a tax ID number to the business in which the organization would like to work with. The number, with appropriate documentation, will be provided directly to the vendor. The tax ID number will not be released to the Student Organization. Student Organizations requesting a tax ID number for a fundraiser must submit a Tax ID Request Form to the AS Office.

• **How would an organization submit a donation to its account?** The organization must complete a Gift Transmittal Form and submit it along with the deposit to the AS Office.

• **How do I fill out the check request if the Student Organization wants to donate money to someone or another organization?** A memo or letter on the organizations letterhead with the advisor/president/treasurer’s signature should be submitted along with a completed check request to the AS Office.

• **What is the difference between my Student Organization bank account and my A.S. bank account?** Your AS Bank account are funds that you raise and deposit for use. AS Funds are monies granted to organizations through the Financial Affairs Committee.

• **What are all of the different object codes?** A list can be provided to you (included in this orientation) by emailing asaa@sdsu.edu.

• **Where can I get the forms for Student Organization accounting?** These forms are available at Student Life and Leaderships office, AS Office can provide them as well. You can also get them from the SLL and AS websites.

• **Do I have to renew my bank account every year?** Yes. As you must be a recognized student organization on campus each year, you must also renew your bank account even if officers have not changed. Deposits can be made without the renewal but reimbursements cannot be processed until the account is renewed.

• **How do I change an officer authorized on our bank account?** An account application will need to be updated with the changes being made and submit to A.S. for review.

• **Do we get taxed?** No, that is one of the benefits of setting up a bank account with A.S. You will fall under their TAX ID # and not need to file.