

## RECOGNIZED STUDENT ORGANIZATION BANKING OVERVIEW

### **Setting up/updating your Student Organization Account**

- All student organizations must meet all recognition requirements before the Account Application can be processed.
- Make sure all sections are filled out; at least 1 advisor and 2 officers must be authorized signers.
- Read the policy and complete the form on the ASI website - RSO Account Application
- Your organization's officers on the account must correspond to your submitted Organization Officer Information Form.

### **Filing for an Exemption (if your organization qualifies)**

- Complete exemption application and provide one of the legal supporting documents listed on the application. It will be submitted to University VP Finance for approval.

### **Using the Student Organization Account**

- Once your Account Application has been processed, you will receive an email confirmation from the ASI Staff with the account number. If you do not receive an email within two weeks of submission, follow up with ASI.
- Keep your account updated with new officers, submit a new Account Application every time a new officer is instated (minimum annually).
- Transactions are made through Deposit Slip and Check Requisition Form submissions (with supporting documents) at ASI, U-SU #203.
- Register ALL events, proceeds to benefit, travel, etc. with CSI at least 10 business days prior, a copy of CSI signed Event Registration Form IS REQUIRED as one of the supporting documents for deposits and disbursements.
- Authorized signers will receive the account balances/statements semesterly or upon request.

### **Deposits**

- Deposits must be taken to ASI, U-SU room 203 within 5 business days of receipt or daily if accumulated cash is greater than \$300.00 or if total of checks is greater than \$2,000.00.
- Student organizations shall keep cash and checks in a secure location at all times.
- Complete the Deposit Form (must be typed)
- Submit a completed deposit slip, along with cash/checks and the correct supporting documents for deposit at ASI, U-SU #203, Monday-Friday 8:00 am - 3:00 pm. No deposits will be accepted after 3:00 pm
- The list of supporting documents required are provided on the instructions for the deposit slip.
  - Proceeds to Benefit (Operating Revenue):
    - Copy of Approved Event Registration Form
    - Sales Receipt Log (if there's cash)
  - Membership:
    - List of members paid + how much each paid
- Tax Deductible Donation: Please see the Office of Annual Giving - Alumni Association, U-SU room 102 (near Starbucks)
- Most deposits fall under the "Operating Revenue" or "Membership" category.

## RECOGNIZED STUDENT ORGANIZATION BANKING OVERVIEW

### **Check Requisitions (Reimbursement/Invoice Payment)**

- Complete the Check Requisition (must be typed)
- Submit a completed check requisition, along with the correct supporting documents.
  - Reimbursement for supplies:
    1. Original itemized receipt
    2. Copy of Approved Event Registration Form if supplies were used for an event.
    3. Event flyer or printout of social media post.
  - Reimbursement for food:
    1. Same supporting documents (#1-3) as above.
    2. List of attendees or RSVP list.
  - Reimbursement for gift cards:
    1. Same supporting documents (#1-3) as above.
    2. Written documentation including:
      - Why were the gift cards purchased?
      - How were the gift cards distributed?
      - Who received the gift cards?
        - If a speaker: provide their name and email
        - If a Cal State LA Student: provide their name, Cal State LA email, and CIN
  - Invoice Payment
    1. Original invoice.
    2. Same supporting documents (#2-3) as above.
    3. List of attendees or RSVP list (if paying for food/catering by invoice)
  - UAS Catering - 2 payment options
    1. Option 1 - invoice payment:
      - Order Confirmation (itemized).
      - A list of attendees for the event.
      - Copy of Approved Event Registration Form.
      - Event/Meeting Flyer or printout of social media post.
    2. Option 2 - reimbursement
      - Order Confirmation (itemized).
      - Original receipt.
      - A list of attendees for the event.
      - Copy of Approved Event Registration Form.
      - Event/Meeting Flyer or printout of social media post.

For any missing documentation, please complete the RSO Lost Receipt Form which can be found on the ASI Website.

**It will take University accounting about 10-15 business days to process and issue a check.**

## RECOGNIZED STUDENT ORGANIZATION BANKING OVERVIEW

Payee Data Vendor Form – for any first-time reimbursement, vendor, or company a payee data vendor form (in lieu of a W-9) is required to be completed. ASI Staff will send it via Adobe Sign to the appropriate person. It can take about 10 business days to get completed.

### **Cash Handling Policy**

- No single person should have complete control when cash is received, or payment is made.
- All cash/check deposits or payment requests require 2 authorization signatures by the president and treasurer or advisor.
  - Checks must:
    - Be made payable to Cal State LA – Student Organization Name or Student Organization Name at Cal State LA.
    - Be recently dated (no more than 180 days old [6 months]) and be legibly written in ink or typed.
    - Have student org's endorsement (KXXXX) on the back of the check before depositing.
- **Student organizations cannot accept credit or debit cards or electronic services such as Venmo as payment. Cash or checks/money orders will only be accepted.**
- If for any reason, a check deposited was bounced by the bank, the student organization will be charged a \$35 fee. It is the student organization's responsibility to collect the fund (check amount and the NSF fee) from the payor.

### **More Information**

For more information on the student organization account requirement, policies & procedures, and available resources refer to the online Student Organization Handbook which can be found here:

<https://www.calstatelaus.edu/csi/student-orgs>

<https://asicalstatela.org/> - under RSO Hub Tab (<https://asicalstatela.org/rsobanking>)

Please contact Amanda Maldonado, ASI Administrative Coordinator ([amaldo95@calstatela.edu](mailto:amaldo95@calstatela.edu) or 323-343-4785) for additional information and questions or visit us at ASI Office, U-SU 203, Monday-Friday 8 am-5 pm.