

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.
- 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.

Account Balances

- Student organization account balances will roll over from year to year and be accessible upon completion of the annual recognition process through the Center for Student Involvement and the completion of the Account Application.
- Student organizations with a negative balance or insufficient funds may not request expenditures or reimbursements until ASI verifies that sufficient funds are available in the account.
 - Requests for ASI funding are a separate process and do not alter or supplement the student organization's current account balance
- If an RSO has not received recognition and the account has been inactive for one year (two academic semesters), ASI shall sweep the funds from the RSO account and deposit them into the general account, where the funds will be reallocated to recognized student organizations through ASI's funding process

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.
- If your organization has elected new officers, you will need to update your officers by updating your organization's roster on The Nest and submitting an updated Student Organization Account Application.
- The Student Organization Account Application must be completed annually at a minimum and if the president, treasurer, additional officer(s), and/or advisor(s) change throughout the academic year.
- Transactions are 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 Approved Event Registration Form IS **REQUIRED** as one of the supporting documents for deposits and disbursements.
- Authorized signers will receive the account balances upon request.

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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.

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
- 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
- Attach supporting documentation for each deposit, for example:
 - Copy of approved event registration form
 - Sales receipt log (if there's cash)
 - Record for membership dues collected:
 - List of members paid + how much each paid

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. Signed food permit
 3. List of attendees or RSVP list.

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- 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)

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.

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.

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 or 323-343-4785) for additional information and questions or visit us at ASI Office, U-SU 203, Monday-Friday 8 am-5 pm.