Cal State LA Club Banking at a Glance

Forms and Applications
All club banking forms, applications, and resources can be found online here: [http://bit.ly/CSIForms](http://bit.ly/CSIForms)
Please contact the U-SU Accounting Technician, Han Nguyen ([hnguy147@calstatela.edu](mailto:hnguy147@calstatela.edu) or 323-343-2458) for additional information or questions.

Setting up/updating your Student Organization Account
- All clubs/organizations must meet all recognition requirements before the Account Application can be processed.
- Make sure all sections are filled out. At least one advisor and two officers must be authorized signers.
- Read the agreement, complete the form, and submit to CSI at U-SU 204.
- Your organization’s officers on the account must correspond to your submitted Organization Officer Information Form.

If your organization qualifies, file for an exemption!
Complete exemption application and provide one of the legal supporting documents listed on the application to University-Student Union, room 306. It will be submitted to VP Finance for approval.

Using the student organization account
- Once your Account Application has been processed, you will receive an email confirmation from the U-SU Accounting Technician instructing an authorized signer to pick up a copy of the application with the account number on the top right. If you do not receive an email within two weeks of submission, follow up with the U-SU Business Office (UBO) and CSI.
- Keep your account updated with new officers, submit a new Account Application every time a new officer is instated (minimum annually).
- Transactions are through Deposit Slip and Check Requisition Form submissions (with supporting documents) at U-SU 306.
- 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 can request account balances/statements at U-SU 306.

Deposits
- Deposits must be taken to U-SU 306 within a week (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 clubs and organizations shall keep cash and/or checks in a secure location at all times.
- Submit a completed deposit slip in the U-SU 306, along with cash/checks and the correct supporting documents for deposit.
- The list of supporting documents required are provided on the instructions for the deposit slip.
  - ASI Checks:
    - 1) ASI Award Letter
    - 2) Copy of CSI signed Event Registration Form
  - Proceeds to Benefit (Operating Revenue):
    - 1) Copy of CSI signed Event Registration Form
    - 2) Sales Receipt Log (if there’s cash)
  - Membership:
    - 1) List of members paid + how much each paid
  - Tax Deductible Donation: Please see Annual Giving Director, Jill Boline in U-SU 102 Alumni Association (near Starbucks)
- Most deposits fall under the “Operating Revenue” or “ASI Award” or “Membership” category.

Check Requisitions (Reimbursement/Invoice Payment)
- Submit a completed check requisition in the U-SU 306, along with the correct supporting documents.
Reimbursement for supplies:
- 1) Original itemized receipt taped onto 8.5” x 11” blank paper (if original receipt was submitted to ASI, a copy of the receipt indicating “ASI has original” is sufficient).
- 2) Copy of CSI signed Event Registration Form if supplies were used for an event.
- 3) Event flyer or printout of social media post.
- 4) Completed W-9 Form (google “W-9 IRS”) per person if it is the first time they are getting reimbursed.

Reimbursement for food:
- 1) Same supporting documents (#1-4) as above.
- 2) List of attendees or RSVP list.

Invoice payment:
- 1) Original invoice.
- 2) Same supporting documents (#2-3) as above.
- 3) The vendor/company’s W-9 Form.
- 4) List of attendees or RSVP list (if paying for food/catering by invoice)

UAS Catering payment: There are 2 options for payment
- Option 1 - invoice payment:
  - 1) Order Confirmation (itemized).
  - 2) A list of attendees for the event.
  - 3) Copy of CSI signed Event Registration Form.
  - 4) Event/Meeting Flyer or printout of social media post.
- Option 2 - reimbursement:
  - 1) Order Confirmation (itemized).
  - 2) Original receipt.
  - 3) A list of attendees for the event.
  - 4) Copy of CSI signed Event Registration Form.
  - 5) Event/Meeting Flyer or printout of social media post.

For any missing documentation, a signed memo by the advisor must be written with an explanation as to why the supporting document was not turned in.

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

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 or University-Student Union – Student Organization Name.
  - Be recently dated (no more than 180 days old) and be legibly written in ink or typed.
  - Have student org’s endorsement on the back of the check before depositing.
- Student clubs/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 club will be charged a $40 fee.

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: http://bit.ly/CSI-SOH.
You can always contact the U-SU Business Office for any questions you might have at 323-343-2450 or visit us at U-SU 306, Monday-Friday 8am-5pm.