

# 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>

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.
- Complete the Deposit Slip (must be typed), found online here <http://bit.ly/CSIForms>.
- 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)

- Complete the Check Requisition (must be typed), found online here <http://bit.ly/CSIForms>.
- 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.