



STUDENT ORGANIZATIONS FUNDS ADMINISTRATION REQUEST FOR EXCEPTION TO CAL STATE LA

Please complete the information on this form to request an exception to Cal State LA's Administrative procedure (AP) 802, section 6.2 entitled University recognition of student organizations.

Student organizations (SO) having separate legal status granted by the state/federal government and maintaining a bank account external to the University must submit this form and ONE of the supporting documents listed below to the Associate Executive Director of the University-Student Union (U-SU) room 306.

Supporting documents:

1. Copy of Article of Incorporation; or
2. Copy of IRS letter of exemption; or
3. Copy of Corporate Tax Return (IRS Form 990)

All requests will be reviewed on a case-by-case basis, and will be forwarded to University Vice President for Administration and Chief Financial Officer (VPA-CFO) for review and decision.

Requestor's name:

Requestor's E-Mail:

Telephone Number:

Legal name of student organization:

Your position title with the student organization:

Organization tax ID number:

Does your organization currently have the recognized student organization status?

- Yes
 No

Does your organization currently have an external bank account?

- Yes
 No

Are you requesting a temporary exception?

- Yes
 No

If yes, please specify the start and end date within which you need an exception:

Please describe why your SO needs to use an external bank account.

Who will perform the financial administration for your SO if exception is granted?

Who will perform the oversight for the financial administration of your SO?

What controls will be put implemented to mitigate risk of utilizing an external bank account?
Please note that mitigating controls must equal or exceed those of the University.

Please explain how this exception will not conflict with University regulations regarding SO banking policy and procedure:

Signatures by SO officers:

President Full name (Print) (Sign) Date

Treasurer Full name (Print) (Sign) Date

Secretary Full name (Print) (Sign) Date

VPA/CFO decision: Exception is **granted** _____ **not granted** _____

Signature:

Date: