

CALIFORNIA STATE UNIVERSITY, LOS ANGELES STUDENT ORGANIZATION ACCOUNT APPLICATION

ACCOUNT INFORMATION

TYPE OF REQUEST: ESTABLISH NEW ACCOUNT MODIFY EXISTING ACCOUNT
OTHER

ORGANIZATION NAME: _____ **EFFECTIVE DATE:** _____

PURPOSE OF ACCOUNT AND TYPE OF EXPENDITURE TO BE MADE (Please indicate why the account is needed and the type of expenditures that will be made (for example: equipment, travel, etc.) :

EXPECTED SOURCES OF INCOME (Please indicate sources of income (e.g., contributions, sales, revenue, dues, etc.) :

DISPOSITION OF FUNDS (when account is inactive or closed) :

Indicate the approximate date the account will close or check INDEFINITELY if the account is expected to be permanent

ACCOUNT WILL REMAIN ACTIVE UNTIL: _____ **OR INDEFINITELY**

RECOGNIZED OR PRE-RECOGNIZED WITH CSI Yes No N/A

IF NO OR N/A, PLEASE PROVIDE EXPLANATION:

EXPEDITURE APPROVAL

Please indicate who will be authorized to incur expenditures from this account. Expenditure approval will require two authorized signatures. An advisor signature is required for accounts managed by student organizations. All expenditures are subject to review and approval by the U-SU for conformance with account purposes.

AUTHORIZED SIGNERS

Advisor 1	Print Name	
	Dept., College or Division	
	Email/Phone	
	Phone	
	Date	
	Signature	
Advisor 2	Print Name	
	Dept., College or Division	
	Email/Phone	
	Phone	
	Date	
	Signature	

President/Chair	Print Name	
	Dept., College or Division	
	Email/Phone	
	Phone	
	Date	
	Signature	
Treasurer	Print Name	
	Dept., College or Division	
	Email/Phone	
	Phone	
	Date	
	Signature	
Other Authorized Signors	Print Name	
	Dept., College or Division	
	Email/Phone	
	Phone	
	Date	
	Signature	

**ACCOUNT REQUESTER INFORMATION:
Refer to attached Agreement. Please read carefully.**

President Signature _____ Street Address _____ City and Zip Code _____	Day Time Phone Number _____ Evening Phone Number _____ Evening Address _____
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Center for Student Involvement Print Name _____ Signature _____	Date _____
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FOR U-SU FINANCIAL SERVICES OFFICE USE

University-Student Union Approval:

Print Name _____

Signature _____ Date _____

Account Number Assigned

Refer to attached Agreement. Please read carefully.



STUDENT ORGANIZATION AGENCY FUND ADMINISTRATION AGREEMENT

In compliance with the Integrated California State University Administrative Manual (ICSUAM) Policy 1401.00 and the authorization of the University President for the University-Student Union (U-SU) to serve as administrator for the Student Organization Agency Fund (on-campus accounts for registered student organizations), this Agreement outlines the terms and conditions governing the administration of student organization funds in the U-SU. Student organization accountholders are required to fully comply with the terms and conditions outlined in this Agreement in order to open and maintain their accounts in the U-SU.

ELIGIBILITY FOR AGENCY FUND ACCOUNT

Student organizations that are registered with the Center for Student Involvement and are in good standing are eligible to open and maintain a Student Organization Agency Fund Account (SO) in the University-Student Union. SO accounts are non-interest earning accounts.

SIGNATURE CARDS

SO holders are required to maintain a current signature card on file with signatures for all authorized student and advisor signors. SO holders are responsible for keeping its signature card updated when there are changes in authorized signors.

AVAILABLE SERVICES

The U-SU will provide the following services to Student Organization Agency Fund Accounts (SO) in a manner consistent with the U-SU, University and California State University (CSU) policy:

1. Upon submission of a properly executed Check Requisition (CR) or Purchase Order (PO) Request, the U-SU shall issue checks or purchase orders as instructed against the SO's account. A completed CR is required to include supporting documentation such as receipts, invoices, proof of payment and similar audit trail documents. Checks shall be ready for disbursement after a minimum of five (5) business days following receipt of the completed CR.
2. Supporting documentation such as order estimates, quotes and similar audit trail documents shall be attached to Purchase Order Requests. Purchase Orders shall be ready within 2 business days.
3. Upon submission of cash and checks, U-SU shall issue a cash receipt to the SO. Cash receipts shall be credited to the SO's account. Items returned by the bank for any reason shall be debited from the SO's account. Collection procedures against returned items shall be the responsibility of SO. Any service charges resulting from items returned by the bank shall be charged to the SO's account.

4. The solicitation, acceptance, and deposit of donations and contributions are governed by University policy. The Cal State LA Foundation (Foundation) is authorized, per a Master Agreement, to receive donations and to issue tax receipt on behalf of the University. It is SO responsibility to distinguish deposits made between donations and sales proceeds.
5. The deposit of fundraising proceeds for SO holders shall be deposited into the SO with the U-SU.
6. Upon request, the U-SU will issue to SO holder a financial report of all accounting activity posted to the SO Agency account through the date indicated.
7. Questions on transactions processed by the U-SU will be directed to the U-SU Administrative Services Coordinator. U-SU will make corrections and/or adjustments to completed and posted transactions only with the approval of the U-SU Director of Financial Services.

CASH HANDLING PROCEDURES

All SO holders are required to comply with prescribed cash handling procedures for student clubs and organizations. Any violation of these cash handling procedures shall be reported to the University and potentially jeopardize the recognition status of the student organization or have the students involved subject to disciplinary action, as appropriate.

EXPENDITURES FROM ACCOUNT

All disbursements from Agency Accounts must comply with the purpose(s) indicated on the Application and comply with the U-SU, University and CSU policies. All invoices shall be paid no later than 60 days from the date of receipt. The U-SU reserves the right to deny requests for expenditures that are not consistent with the purpose(s) for which the account was established and not in compliance with the U-SU, University and CSU policies. SOs are not intended for and cannot be used for the disbursement of salaries, wages, or fringe benefits.

TRAINING SUPPORT

The U-SU collaborates with the Center for Student Involvement in providing training to the treasurers and other executive officers of student organizations annually.

OVEREXPENDITURE OF ACCOUNT

All disbursements from SOs shall be fully covered by the current account balance. Otherwise, the U-SU reserves the right to deny requests for checks or P.O.'s from the account for which there is no sufficient balance. No expenditure of funds from the SO shall be allowed until the account is determined to have sufficient funds.

INACTIVE AGENCY ACCOUNTS

If for two fiscal years, there are no transactions on the SO, the balance in the account shall be transferred to a suspense account. Notice shall be issued to SO holder 30 days prior to the transfer. Funds will be held in the suspense account for a period not to exceed three fiscal years, after which they shall be transferred to the account or designated purpose indicated in their charter documents on file with the Center for Student Involvement.

TAX PAYER STATUS

The execution of this agreement does not confer tax exempt status upon the SO holder

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by virtue of this Agreement with the U-SU.

LIABILITY FOR EVENTS AND ACTIVITIES

Funds deposited to Agency Accounts are not under the programmatic or budgetary control of the U-SU. Accordingly, the U-SU assumes no liability for events and activities sponsored by the SO holder and for which SO funds are used. The SO holder agrees to:

1. Indemnify and hold harmless the U-SU, its officers, agents and employees from any and all losses, costs, damages of any nature or description whatsoever, accruing or resulting to SO in connection with any and all activities sponsored in part or in whole through the use of funds held in the SO.
2. Indemnify and hold harmless the U-SU, its officers, agents and employees from any and all claims and losses accruing or resulting to any person, firm, or corporation, which may involve injury or death to any individual/s or damage to any property, due to the actions of the SO officers, agents or employees in the performance of any and all activities sponsored in part or in whole through the use of funds held in the SO.

TERMINATION

This agreement may be canceled by either party upon delivery of written notice thereof. The SO holder shall allow seven business days for remittance of remaining funds in its account by U-SU.