

# University Club Banking Guide

## **University Clubs Guide**

Office of Student Engagement (OSE) along with the Financial Management Specialist (FMS) facilitates all financial transactions for University Clubs and works with student leaders, campus administrators, and business vendors to expedite the approval of payments, refunds, advances or withdrawals from University Club accounts. This Guide should provide you with instructions on how to conduct financial business for your University Club including setting up the account, making deposits and a variety of ways to access your club's funds, based on the university's required accounting procedures and the type of activity, event, or financial transaction necessary to complete the request.

The FMS office is currently located in SMSU-203 and office hours are 8:00AM-6:00PM Monday through Thursday and 8:00AM-5:00PM on Friday; Monday through Thursday 7:00AM-5:30PM during the summer.

The Student Financial Services Office is open 8:00AM-6:00PM Monday through Thursday; 8:00AM-5:00PM Friday; Monday through Thursday 7:30AM-5:00PM during the summer.

### **Setting up an On-Campus Bank Account**

1. Be a current chartered Student Club through Office of Student Engagement (OSE)
2. A meeting will be set up with FMS to go over process and forms.
3. Provide information to FMS to fill out University Club Trust Fund Fact Sheet (TFFS) Form
4. Officers sign TFFS
5. The TFFS form will be routed for campus signatures
6. The Trust Fund # will be provided to OSE, FMS, and University Club Officers
7. The Trust Fund is your bank account and this number will be used on the following forms:
  - a. University Club Cash Deposit Form
  - b. University Club Financial Transaction Request Form

(Additional forms can be found on Office of Engagement web-site at <https://www.csusb.edu/student-engagement>)

# EXAMPLE

## California State University San Bernardino UNIVERSITY CLUB TRUST FUND FACT SHEET

Please complete items 1-12 listed below and return form to the Office of Student Engagement in SMSU-203.  
Refer to the Next page for instructions.

Date: 7/1/2017

TRUST FUND CODE: ST 000

(Accounting will provide if new)

CSU Fund Code: 496

(Accounting office use)

1. Check if new request or revision: ☒ NEW ☐ REVISION

2. Name of Fund: Campus Club

3. Department ID: B0535

4. Source of Funds: Membership dues, registration fees and other receipts from events and fundraising sales

5. Use of Funds: Club expenses, hospitality, travel, decorations, promotion items, marketing, advertising, t-shirts, conference fees

6. Amount of Fee: \$20.00 per quarter

7. Duration: Indefinite

8. Fee Category: N/A

9. Individual managing the account:

Name	Title	Email / Extension	Signature	Date
Crystal Henderson	Financial Mgmnt Specialist	crystalh / 73236		

10. Individual authorized to spend:

Name	Title	Signature	Date
Cody Coyote	Club President	Cody Coyote	7/1/17
Jill Jack	Club Vice President	Jill Jack	7/1/17
Jack Jill	Club Treasurer	Jack Jill	7/1/17

11. Approval of Department Dean/Director (or designee):

Fred McCall, Director Office of Student Engagement

Print Name Signature Date

12. Approval of Division Vice President (or designee) over the department responsible for this trust:

Print Name Signature Date

13. Approval of Administration and Finance Vice President (or designee):

Del Anderson

Print Name Signature Date

ACCOUNTING USE: Review \_\_\_\_\_ COA \_\_\_\_\_ Image \_\_\_\_\_

## Deposits

Deposits can be made to your club account by utilizing the University Club Cash Deposit Form. The form is completed by the club representative making the deposit, and submitted to the Student Financial Services' Office for processing. The Student Financial Services Office is open 8:00AM-6:00PM Monday through Thursday; 8:00AM-5:00PM Friday; Monday through Thursday 7:30AM-5:00PM during the summer.

1. Deposit all receipts (cash/check payments) with the Student Financial Services Office within one week of receipt.
2. Establish good controls over cash receipts, use a lock box or safe to store cash and receipts.
3. Attach copies of hand receipts to the deposit form.
4. Transport deposits to the Student Financial Services Office in a locked bag in dual custody if deposit is greater than \$250.00 and by police escort for deposits over \$2,500.00.
5. On the deposit form enter the following:
  - a. **University Club Name:** Enter your Club name here.
  - b. **Prepared by/Phone #:** Enter the name and phone # of the person preparing the deposit.
  - c. **Date:** Enter the date the deposit was prepared.
  - d. **Total Cash (adding machine tape or worksheet):** Enter the total of all the cash (currency/coin).
  - e. **Total Checks (adding machine tape or worksheet):** Enter the total of all the checks.
  - f. **# of Checks:** Enter the number of checks in the deposit.  
**Note:** Checks should be made payable to CSUSB- and Club Name.
  - g. **Deposit to:** Enter the Club's five digit fund number beginning with ST; the rest of the chartfield string is hard-coded.
  - h. **Verified by:** Enter the name of the person that verified the deposit. Note: The preparer and the verifier cannot be the same person.
  - i. **Date:** Enter the date the deposit was verified.
6. Student Financial Services will enter the following:
  - a. **Shortage:** If the deposit is short, enter the Club's fund number; the rest of the chartfield is hard-coded.
  - b. **Overage:** If the deposit is over, enter the Club's fund number; the rest of the chartfield is hard-coded.
  - c. **Total Deposit:** Enter the grand total of the deposit here.
  - d. **Description or reference information:** Enter the name of the event or other description here.
  - e. **Hand Receipt #'s:** If hand receipts were used, enter the receipt numbers here. Note: Attach the Student Financial Services copy of the hand receipt to the deposit form.

# EXAMPLE

## CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

### UNIVERSITY CLUB CASH DEPOSIT FORM

University Club Name: Campus Club

Prepared by/Phone: Jack Jill 909-537-5234 Date: 07/01/2017

Total Cash (adding machine tape or worksheet) \$ 100.00

Total Checks (adding machine tape or worksheet) \$ 100.00

# of Checks: 2

**Note: Checks should be made payable to CSUSB and then Club Name**

Deposit to:

580093 ST000 B0535 5000 \$ 200  
*Account Fund Department Program*

**\*\*Charitable Contributions/Donations should not be deposited to this account\*\***

SHORTAGE 103006  None \$   
*Account Fund Program*

OVERAGE 250001  None \$   
*Account Fund Program*

**Total Deposit** \$ 200.00

Description or reference information: \_\_\_\_\_

Hand Receipt #'s \_\_\_\_\_

Verified by Jill Jack Date 7/1/17

#### FOR BURSAR USE ONLY

Received and Verified by \_\_\_\_\_ Date \_\_\_\_\_

TOTAL DEPARTMENTAL DEPOSIT \$ \_\_\_\_\_

Transaction No. \_\_\_\_\_

DETAILED EXPLANATION FOR ANY DISCREPANCIES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Cash Advances

The Club must have funds available in their account to cover the cash advance. Cash advances are typically used for advertising, printing/duplicating, food (restaurant/grocery store purchases), banners, flyers, decorations, t-shirts, and other event supplies or organizational purchases. For purchases that cannot be made by check, procurement card or other processes cash advance is available.

1. Establish the need for the cash advance (maximum is \$500) with some form of documentation such as a quote or budget and when you will need the cash advance, allow yourself five business days to obtain necessary signatures. Cash advances can be issued by Student Financial Services two business days ahead of the event the advance is for.
2. Complete the **University Club Financial Transaction Request Form** per instructions:
  - a. Select the Cash Advance Box
  - b. Indicate the Amount
  - c. Sign as Club Officer
  - d. Obtain signature of another Club Officer
  - e. Obtain signature of Club Advisor if purchase is over \$500.00
  - f. Obtain signature of OSE Director or Designee if over \$100.00
  - g. Obtain Signature of FMS who signs to indicate there are funds available.
3. Take signed form to Student Financial Services' Office
  - a. Student Financial Services will issue the cash advance, assign Advance #, and provide a University Club Advance envelope filled out with the required information and include an Itemized Expense Report form to keep track of the expenses paid with the advance.
4. Once your event that required the advance is complete you must bring the University Club Advance envelope along with the Itemized Expense Report and any unused funds back to the Student Financial Services' Office no later than **two business days** after your event. The Itemized receipts/invoices (complete with vendor name and address) and the unused funds should add up to the original advance amount. If \$25.00 over the advanced amount is incurred, a **Financial Transaction Request Form** is needed to be reimbursed for the difference. A copy of the completed information on the University Club Cash Advance Envelope will be provided to you and to the FMS.

## Cash Reimbursements

Funds must be currently available in the club's account to receive a reimbursement.

1. Spend out of personal funds (maximum is \$500) for club business that has been approved by more than one officer and this can be via email.
2. Complete the **University Club Financial Transaction Request Form** per instructions:
  - a. Select Cash Reimbursement Box

- b. Indicate the Amount
  - c. Sign as Club Officer
  - d. Obtain signature of another Club Officer
  - e. Obtain signature of Club Advisor if purchase is over \$500.00
  - f. Obtain signature of OSE Director or Designee if over \$100.00
  - g. Obtain Signature of FMS who signs to indicate there are funds available.
3. Take signed form to Student Financial Services' Office along with **original itemized receipt**.
4. If everything is complete you will receive your reimbursement upon submission of the above.
5. **Receipts should be submitted within 30 days.**

## Purchases

Plan ahead. Most purchase orders have a one to two day turnaround *after* receipt of an approved requisition. Orders requiring evidence of appropriate insurance where we don't already have the evidence on file can take 7-14 days and longer if the vendor is non-responsive.

1. Credit Card - A procurement (credit) card is primarily used for conference registrations and national membership dues for student clubs and organizations. The procurement card can also be used to pay for supplies such as t-shirts, catering, or other supplies/services, however it cannot be used for services performed on-campus, with the exception of Sodexo. See OSE or FMS if you think you need to use a procurement card.
  - a. Complete the *University Club Financial Transaction Request Form* per instructions:
    1. Select the Credit Card Box
    2. Indicate the Amount
    3. Sign as Club Officer
    4. Obtain signature of another Club Officer
    5. Obtain signature of Club Advisor if purchase is over \$500.00
    6. Obtain signature of OSE Director or Designee if over \$100.00
    7. Obtain Signature of FMS who signs to indicate there are funds available.
  - b. Attach completed registration forms, membership forms, ordering details, etc., and submit to the FMS
2. Purchase Orders - A Purchase Order (P.O.) is required for purchases over \$1,000 where a procurement card cannot be used, or for any services performed on campus. Purchase orders are frequently used to pay for multiple items for large off campus events. Clubs are not allowed to sign contracts on behalf of the University. OSE along with FMS can assist you if you need to utilize a Purchase Order.
  - a. Complete the *University Club Financial Transaction Request Form* per instructions:
    1. Select the Purchase Order (PO) Box
    2. Indicate the Amount

3. Sign as Club Officer
  4. Obtain signature of another Club Officer
  5. Obtain signature of Club Advisor if purchase is over \$500.00
  6. Obtain signature of OSE Director or Designee if over \$100.00
  7. Obtain Signature of FMS who signs to indicate there are funds available.
- b. Complete a University Club Purchase Requisition Form
  - c. Attach the purchase requisition to *Financial Transaction Request Form* and submit to the FMS.
  - d. The FMS or support staff will enter a requisition into the financial system and the Purchasing Office will issue a purchase order.

Purchase orders are typically issued with Net 30 terms meaning that vendors will be paid after receipt of the items and within 30 days of the invoice date. Purchasing will work with vendors to obtain necessary evidence of insurance for services provided on campus. If you require a status on the purchase order, the FMS should be able to provide you with a requisition ID and you may call the Purchasing Office at 909/537-5142 and ask to speak with the buyer assigned to that requisition.

### **Contracts/Agreements:**

Contracts and agreements must be reviewed, approved and signed by the Purchasing Office. **Clubs are not allowed to sign contracts on behalf of the University.** Contract language is reviewed to ensure that the University and Club are not held to unacceptable terms. If the agreement requires payment, the unsigned agreement should be included with the University Club Purchase Requisition. If no payment is required submit the unsigned agreement to the FMS and include a note requesting the contract be reviewed by Purchasing.

### **Check Requests**

Funds must be currently available in the account to request a check. For purchases/items/services up to \$1,000.00. Check requests are commonly used to pay for supplies and services, such as guest speakers, catering, comedians, DJs, set-up crews, rental equipment, special event insurance, etc. Checks issued to vendors will be mailed to the vendor's remitting address after the event is over and the service is completed.

Checks that are required to be held for pickup must indicate such on the check request form and include the on campus contact responsible for picking up the check from the Bursar.

Note - For Student Payments Only: Students are encouraged to complete a Direct Deposit form for Accounts Payable in order to expedite their reimbursements. (*This form is different/separate from the direct deposit enrollment offered through Student Finance. The form may be obtained from OSE or from the FMS*).



1. When requesting checks, plan ahead to allow sufficient routing and processing time for you, OSE, FMS, and Accounts Payable. Best to allow a minimum of ten business days. Complete a *University Club Financial Transaction Request Form*:
  - a. Select the Check Request Box
  - b. Indicate the Amount
  - c. Sign as Club Officer
  - d. Obtain signature of another Club Officer
  - e. Obtain signature of Club Advisor if purchase is over \$500.00
  - f. Obtain signature of OSE Director or Designee if over \$100.00
  - g. Obtain Signature of FMS who signs to indicate there are funds available
3. FMS will complete Check Request based on information provided by club.
  - a. Name and full address of Payee are required
  - b. Club contact information is required
  - c. Type of payee (vendor, student, employee) must be identified
  - d. Employees may not be paid for services, only reimbursement of goods
  - e. Provide complete chart field string (contact FMS)
  - f. Business purpose/description of event are required
4. Proper back up documentation is required for all check requests. Attach original itemized receipts (for reimbursements) or original itemized invoices (for payments of goods/services) to check request.
5. Keep copies of the above for your records.
6. If you need assistance, please contact the FMS.
7. When completed, submit check request, attached receipts/invoices, to SU 203.
8. After the FMS has approved the document it will be submitted to Accounts Payable for payment to be issued

# EXAMPLE

## University Club Financial Transaction Request Form

(This form is required for all Transactions other than Deposits)

Please Check Appropriate Box

☐ Cash Advance ☒ Cash Reimbursement ☐ Check Request ☐ Credit Card ☐ Purchase Order

Date: 7/1/2017

E-Mail Address: club@coyote.csusb

### Club

Name: Campus Club

Phone Number 909-537-5234

Requestor's Name: Cody Coyote

CSUSB ID: 123456789

Event: Club Meeting

Date of Event: 6/30/2017

Expense Date: 6/30/2017 Total Amount Requested: \$ 35.00

**Important:** Special circumstances and purchases over \$1,000. require a Purchase Order. See Financial Management Specialist for details. Cash Advances, or reimbursements cannot exceed \$500. Original **itemized** receipts must be provided for all expense transactions.

Description /Purpose of Expense - Pizza for club officer's lunch meeting to discuss the recruitment of new members

— Chartfield String:

Account	Fund	Dept ID	Program	Class	Proj./Grant
660901	ST <u>0 0 0</u>	B0535	None	None	None

Club Officer (Authorized on Trust Fund Fact Sheet)

PRINT NAME Cody Coyote POSITION President

SIGNATURE Cody Coyote DATE 7/1/17

Second Club Officer (Authorized on Trust Fund Fact Sheet)

PRINT NAME Jack Jill POSITION Treasurer

SIGNATURE Jack Jill DATE 7/1/17

Club Advisor (Only required if request is over \$500; check request, credit card, purchase order)

PRINT NAME Mary Poppins

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Office of Student Engagement Director, Signature/Date \_\_\_\_\_  
(Or Designee) (Only required if request is over \$100)

Financial Management Specialist Signature/Date \_\_\_\_\_

\*\*Take this form to SMSU -203 for processing\*\*

## University Club Financial Transaction Request Instructions

Check Box that relates to your expense: *Funds **must be available** in the club account for any expense.*

**Cash Advance:** Maximum \$500. Provide quote or budget as to why advance is needed. Request 2 days before event, return receipts/cash within 2 days after event. Failure to comply could result in a hold on your student record or a charge to your student account. Additional forms provided by Bursar when funds are given.

**Cash Reimbursement:** Maximum \$500. Attach original itemized receipts. Receipts due within 30 days of expense

**Check Request:** Up to \$1,000. Attach all pertinent information (name, address, items ordered, amount etc.) Original invoice from vendor; Online Web-site print out etc.

**Credit Card:** Attach all pertinent information (name, address, items ordered, amount etc.) Original invoice from vendor; Online Web-site print out etc.

**Purchase Order:** Over \$1,000. or any services performed on campus, or expenses that cannot be paid by procurement card. Provide quote from vendor. (Clubs cannot sign contracts, Purchasing must approve first.)

**Date:** Enter the date the form is prepared.

**Club Name:** Enter your University Student Club/Organization name.

**Requestor's Name:** Enter name of person requesting transaction.

**CSUSB ID:** Enter Coyote ID #. **Email Address & Phone #:** Enter e-mail address & phone #

**Event:** Enter the event related to your request. *Note: Alcohol may not be sold, served or consumed at events sponsored by student organizations.*

**Date of Event:** Enter the date of the event related to your request.

**Expense Date:** Enter the date the expense was made. (*Receipt date*)

**Total Amount Requested:** Enter the total amount of the expense you are requesting funding for. *Reimbursements, or cash advances cannot exceed \$500. **Original itemized** receipts must be submitted along with this form for cash reimbursements.*

**Description/Purpose of Expense:** Enter a brief description of your event. (Example: *purchased pizza & drinks for monthly club meeting with officers and club members to discuss future fundraisers.*)

**Chartfield String:** Enter 3 digit ST \_\_ \_ # of your club fund.

**Club Officer:** Signature of Club officer (listed on *Trust Fund Fact Sheet*), approving this expense. Print name, Sign & Date.

**2nd Club Officer:** Signature of 2<sup>nd</sup> Club Officer (listed on *Trust Fund Fact Sheet*), approving this expense. Print Name, Sign & Date.

**Club Advisor:** Signature of Club Advisor needed if request is over \$500. Print Name, Sign & Date.

**Office of Student Engagement/Date:** Signature needed if request is over \$100. Sign & Date.

**Financial Management Specialist:** Signature needed to indicate the availability of funds.

Receipts should be submitted within 30 days for cash reimbursements.

# EXAMPLE

## University Club Itemized Expense Report

To be included with University Club Cash Advance Envelope upon issuance of cash advance and to be returned by Club with University Club Cash Advance Envelope and Original Itemized Receipts

University Club Name: <b>Campus Club</b>		Name: <b>Jack Jill</b>		Email and Phone #: club@coyote 73236		Date 07/01/2017	
Date of Expense	Description of Expense			Account to Charge		Amount	
06/30/2017	Purchased pizza at Pizza Hut			660901		\$25.00	
	Soda & dessert from Stater Bros.			660901		\$10.00	
				660901			
				660901			
				660901			
				660901			
				660901			
				660901			
Fund to Charge: ST000				Dept ID: B0535 Program Code: 0502			
Description of Business Purpose: Pizza for club meeting to discuss new members				Club Officer Name:		Total	
				Signature to Approve Expenses		\$ 35.00	
Date Received by Student Financial Services:				SFS USE:			
				Clear Advance #:		Date:	

**Chargebacks from Campus:**

If your club has transactions between campus departments for goods/services provided, a chargeback may be possible. Contact the FMS if you will be using these campus departments for services: Creative Media Services, Event Planning, Parking Services, or Printing Services.

**Raffles/Prizes:**

If your club will be providing merchandise (laptops, gift cards, etc.) as raffle prizes, the recipient must sign the Raffle/Prize Information Form. Please contact the FMS.

**Dispersal of Funds:**

In the event that this organization does not become active during a 2 year period, any funds remaining in the account will be transferred to the Office of Student Engagement. You may wish to transfer funds to an organization. (Give the name and address of proposed organization, not an individual)