University Club Banking Guide

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The Office of Student Leadership and Engagement (OSLE) along with the Finance and Administrative Coordinator (FAC) facilitates financial transactions for University Clubs and works with student leaders, campus administrators, and business vendors to expedite the approval of payments and refunds 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 'ST' student trust account, managing deposits, and a variety of ways to access your club's funds based on the university's required accounting procedures and the type of club activity or event.

The Finance and Administrative Coordinator (FAC)'s office is in SMSU North-3302. Standard hours of operation are 8:00AM-5:00PM Monday through Friday and Monday through Thursday 7:00AM-5:30PM during the summer.

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

Setting up an On-Campus Bank Account

1. Be a current recognized Student Club or Organization through Office of Student Leadership and Engagement (OSLE)

2. Provide detailed information regarding funds and expected expenses in the recognition registration form to inform University Club Trust Fund Fact Sheet (TFFS)

3. Financially Responsible Officers will sign the TFFS

4. The TFFS form will be routed for campus administrators’ signatures

5. The Trust Fund Fact Sheet will be provided to OSLE, the FAC, and University Club Officers

6. Financially Responsible Officers are required to attend an annual University Club Banking training with Office of Student Leadership and Engagement

7. The Trust Fund is your established bank account and the trust fund number will be used on the following University Club Banking Forms:

    a. University Club Cash Deposit Form
    b. University Club Financial Transaction Request Form
    c. Opportunity Drawing and Giveaway Form

All University Club Banking Forms can be found on the
Office of Student Leadership and Engagement website
[Club & Organization Banking | Student Engagement | CSUSB]

*A limited number of Student Clubs and Organizations recognized by the Office of Student Leadership and Engagement will qualify for an on campus banking exemption. These organizations are typically supported by an off-campus organization such as a national umbrella organization or faith-based organization. To request an exemption from on-campus banking please complete the On Campus Banking Exemption Form and submit it to your organization's annual recognition registration form. For questions about the on campus banking exemption process please contact Office of Student Leadership and Engagement.

UNIVERSITY CLUB CASH DEPOSIT FORM

(Use this form when depositing cash, checks, and currency into student organization/club accounts. Please bring your completed and signed form along with the total deposit to Student Financial Services in UH-034.

Do not bring to Office of Student Leadership and Engagement)

STUDENT CLUB/ORGANIZATION INFORMATION

Club/Organization Name:____ **Date:**____________________

Depositor Name:____ **CSUSB ID:**________________________

Phone Number:_________________________ **CSUSB Email:**____

Total Cash (adding machine tape or worksheet)	**$**
Total Checks (adding machine tape or worksheet)	**$**
# of Checks:	

DEPOSIT INFORMATION

If the deposit includes multiple activities, please identify and provide details for each activity.

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

FUND	AMOUNT	ACTIVITY NAME (E.g. membership dues, contributions, events, etc.)	ACTIVITY DESCRIPTION (describe activity details & attach supporting documents)
ST _ _ _		**DUES/MEMBERSHIP**	
ST _ _ _		**SALES/FUNDRAISING/ EVENTS**	
ST _ _ _		**OTHER** (please describe)	

TOTAL DEPOSIT	**$**	***Account*** **580093**	***Department*** **B0535**	Verified by:___________________________________

*True donations must be deposited through University Advancement to include tax valid receipts. There is no 5% fee applied.

Contact Dana Franklin for assistance | (909) 537-3979

FOR SFS USE ONLY

Received and Verified by:_________________________ Date:______________

TOTAL DEPARTMENTAL DEPOSIT: $______________________

Transaction No.________________________

Explanation for Discrepancies:____

____

University Club Cash Deposit Form Instructions

Deposits can be made to your account by utilizing this form and submitting it to Student Financial Services (SFS). SFS is located in UH 035 and open from 8:00am-5:00pm Monday – Friday and Summer Hours 7:00am-5:30pm Monday - Thursday

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Deposit Form Steps

Student Club Information

1. **Club Name** – club name on Trust Fund Fact Sheet
2. **Date** – todays date
3. **Depositor Name** – name of person depositing
4. **CSUSB ID** – school ID (000000000)
5. **Phone Number** – depositor's phone number
6. **CSUSB Email** – school email (000000000@coyote.csusb.edu)

Cash/Checks Information

1. **Total Cash** – amount of money in cash being deposited
2. **Total Checks** – amount of money in checks being deposited
3. **# of Checks** – amount of checks

Deposit Information

Include all relevant activities and identify details. Checks made payable to CSUSB then Club Name.

1. Provide ST number, amount, activity name, and description for given deposit.
   a. Dues/Membership
   b. Sales/Fundraising/Events
   c. Other (describe)
2. Total Deposit
3. Verification of deposit from club member, not depositor
4. Donations are deposited through University Advancement that require a tax receipt. If in need of assistance, contact Dana Franklin | (909) 537-3979
5. No 5% fee applied to donations.

Steps After Completing Form

1. Deposit all receipts (cash/check) with Student Financial Services 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 Student Financial Services in locked bag in dual custody if deposit is greater than $250.00 and police escort for deposits over $2,500.00.

****For further assistance on the deposit process contact Dana Franklin | (909) 537-3979***

Purchases

Plan ahead. Most purchase requests will have a 1-2 week turnaround *after* receipt of an approved transaction request. Orders requiring CSUSB vendor registration and/or proof of insurance can take 3-4 weeks and longer. Funds must be currently available in the student trust account to request purchases.

Credit Card

A credit card is primarily used for general supply orders, on campus catering, conference registrations and national membership dues for student clubs and organizations.

The credit card cannot be used for any services performed on-campus such as a guest speaker, DJ or food truck. See purchase orders for service-related payments.

1. **Complete the *University Club Banking Financial Transaction Request Form (pdf)* per instructions:**
    a. Complete the club contact information
    b. Select the Purchase Box
    c. Provide a brief description of the purchase details include name of vendor and what needs to be purchased
    d. Indicate the Amount
    e. Sign as Club Officer
    f. Obtain signature of another Club Officer
    g. Obtain signature of Club Advisor if purchase is over $500.00
    h. *Do not* complete signatures is Admin box
    i. Upload PDF form to Smartsheet form

2. **Upload the *University Club Banking Financial Transaction Request Form (pdf)* to Smartsheet along with**
    a. Conference/meeting registration forms (if applicable)
    b. Membership forms (if applicable,)
    c. Website order details/screenshot of cart
    d. Itemized list of products
    e. Mock of design for customized merchandise (if applicable)
    f. List of attendees or item recipients
    g. Meeting or event flyer or agenda
    h. Campus approval emails such as:
        - First right of refusal and EH&S approvals for off campus food purchases or
        - Mar Comm approval for customized merchandise
    i. Helpful website links
    j. Any additional helpful documentation or information

3. **OSLE will process the *University Club Banking Financial Transaction Request Form (pdf)***
    a. Obtain signature of OSLE Director or Designee if over $100.00
    b. Obtain Signature of FAC who signs to indicate there are funds available
    c. Process a hospitality request form (if applicable)
    d. Process credit card purchase
    e. Inform you of when your order is available for pick up

Purchase Orders/Check Payments to Vendors

A Purchase Order (P.O.) is required for purchases over $1,000 where a credit card cannot be used and for any services performed on campus. Purchase orders are frequently used to pay for customized merchandise, guest speakers, caterers, DJs, large off campus event venues and general supplies where a credit card cannot be used.

Club officers or advisors are not allowed to sign any contracts on behalf of the University

1. **Complete the *University Club Banking Financial Transaction Request Form (pdf)* per instructions:**
   a. Complete the club contact information
   b. Select the Purchase Box
   c. Provide a brief description of the purchase details include the name of vendor and what needs to be purchased
   d. Indicate the Amount
   e. Sign as Club Officer
   f. Obtain signature of another Club Officer
   g. Obtain signature of Club Advisor if purchase is over $500.00
   h. *Do not* complete signatures is Admin box
   i. Upload PDF form to Smartsheet form

2. **Upload the *University Club Banking Financial Transaction Request Form (pdf)* to Smartsheet along with**
   a. Vendor quote for product or service
   b. Contract (if applicable)
   c. Website order details/screenshot of cart
   d. Itemized list of products (if applicable)
   e. Mock of design for customized merchandise (if applicable)
   f. List of attendees or item recipients
   g. Meeting or event flyer or agenda
   f. Required campus approval emails:
      - First right of refusal and EH&S approval for off campus food purchases or
      - Mar Comm approval for customized merchandise
   h. Helpful website links
   i. Any additional helpful documentation information

3. **OSLE will process the *University Club Financial Transaction Request Form (pdf)***
   a. Obtain signature of OSLE Director or Designee if over $100.00
   b. Obtain Signature of FAC who signs to indicate there are funds available
   c. Process a hospitality request form (if applicable)
   d. Communicate with vendors as necessary to
      - Obtain additional required documentation such as taxable information, proof of liability insurance
      - Support vendors with CSUSB supplier registration process
   e. Process request for purchase order (requisition)
   f. Inform you of when your purchase order has been issued

g. Inform you of when your order is available for pickup (if applicable)
h. Support vendors with submitting final invoices for payment
i. Purchase orders are typically issued with Net 30 payment terms. This means that vendors will be paid after receipt of the items or services within 30 days of the invoice date.

Contracts/Agreements:

Contracts and agreements must always be reviewed, approved and signed by the Procurement and Contracts 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 Transaction Request Form. If no payment is required submit the unsigned agreement to OSLE and include a note requesting the contract be reviewed by Procurement and Contracts.

Chargebacks from Campus

If your club has transactions between campus departments for goods/services provided, a chargeback may be possible to complete payment. On campus services offered through Santos Manuel Student Union (SMSU), College of Global and Extended Learning, Marketing and Communications, Special Events, Scheduling and Protocols Office, Parking Services, and Printing Services can all be paid through the chargeback process for fees associated with space rental, parking permits, and printing services.

1. **Complete the *University Club Banking Financial Transaction Request Form (pdf)* per instructions:**
    a. Complete club contact information
    b. Select the Purchase Box
    c. Provide a brief description of the chargeback details include name of CSUSB department or office and what service they provided
    d. Indicate the Amount
    e. Sign as Club Officer
    f. Obtain signature of another Club Officer
    g. Obtain signature of Club Advisor if purchase is over $500.00

2. **Upload the *University Club Banking Financial Transaction Request Form (pdf)* to Smartsheet form along with**
    a. Itemized reservation, quote or invoice
    b. List of attendees
    c. Meeting or event flyer or agenda

3. **OSLE will process the *University Club Financial Transaction Request Form (pdf)***
    a. Obtain signature of OSLE Director or Designee if over $100.00

    b. Obtain Signature of FAC who signs to indicate there are funds available
    c. Process a hospitality request form (if applicable)
    d. The FAC will work with the appropriate billing department or office to ensure to process a chargeback

Check Reimbursements (Pre-approved)

When making any out of pocket purchases; pre-approval through OSLE is always required. Maximum reimbursement is $250.00 Only goods can be purchased out of pocket. Paying out of pocket for a service such as a guest speaker, caterer or DJ is never allowed. Email osleinfo@csusb.edu or by calling 909-537-5234 for information.

Plan ahead. Personal reimbursements can take a minimum of 6-8 weeks. Whenever possible work with OSLE to process purchases in advance rather than requiring a reimbursement. Reimbursement requests need to be processed through OSLE, FAC and Accounts Payable.

Faculty, Staff and Students are encouraged to complete a Direct Deposit form with Accounts Payable in order to expedite their reimbursements. (This form is different/separate from the direct deposit enrollment offered through Student Financial Services. The form may be obtained from OSLE or from the FAC).

1. **Complete the *University Club Banking Financial Transaction Request Form (pdf)* per instructions**:
    a. Complete club contact information
    b. Select the Check Reimbursement Box
    c. Provide a brief description of the purchase details include the name of vendor and what was purchased
    d. Indicate the Amount
    e. Sign as Club Officer
    f. Obtain signature of another Club Officer
    g. Obtain signature of Club Advisor if purchase is over $500.00

2. **Upload the *University Club Banking Financial Transaction Request Form (pdf)* to Smartsheet form along with the required supporting documentation**
    a. Itemized receipt(s)
    b. Type of payee (vendor, student, employee) must be identified
    c. Full name, address, phone number and staff/student ID are required
    d. List of attendees or item recipients
    e. Meeting or event flyer or agenda
    f. Required campus approval emails first right of refusal and EH&S approval for off campus food purchase

3. **OSLE will process the *University Club Banking Financial Transaction Request Form (pdf)***
    a. Obtain signature of OSLE Director or Designee if over $100.00
    b. Obtain Signature of FAC who signs to indicate there are funds available
    c. Process a hospitality request form (if applicable)
    d. Process your check reimbursement request through the Accounts Payable direct pay form
    e. Inform you of when the direct pay is approved by Accounts Payable and payment is issue

UNIVERSITY CLUB FINANCIAL TRANSACTION REQUEST FORM

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

STUDENT CLUB/ORGANIZATION INFORMATION:

Club/Organization Name: ______________________________ **Date:** ____________

Name: ______________________________ **CSUSB ID:** ____________

Phone Number: ____________________ **CSUSB Email:** ______________________________

Event Name: ______________________________ **Event Date:** ____________

Reimbursements Only- Purchase Date: ____________

Total Amount Requested: $ ____________

TRANSACTION TYPE	VENDOR NAME / DESCRIPTION OF PURCHASE	$ AMOUNT
PURCHASE REQUEST EX: MERCHANDISE, PROGRAM/EVENT SUPPLIES OR DECORATIONS, INFOTECH, ETC		
CHECK REIMBURSEMENT REQUIRES PRE-APPROVAL $250 MAXIMUM		

Chartfield String:

Account	Fund	Dept ID	Program	Class	Proj./Grant
660901	ST _ _ _	B0535	NONE	NONE	NONE

Club Officer 1 (on Trust Fund Fact Sheet)	**Print Name:** ____________ **Position:** ____________ **Signature:** ____________ **Date:** ____________
Club Officer 2 (on Trust Fund Fact Sheet)	**Print Name:** ____________ **Position:** ____________ **Signature:** ____________ **Date:** ____________

Club Advisor: (only required if request is over $500)	**Signature:** ____________ **Date:** ____________

ADMIN USE

OSLE Designee: (only required if request is over $100)	**Signature:** ____________ **Date:** ____________
Finance and Administrative Coordinator:	**Signature:** ____________ **Date:** ____________

UNIVERSITY CLUB FINANCIAL TRANSACTION REQUEST FORM

Do not pay for any services to a vendor directly. If a service is paid for directly to a vendor, we will be unable to reimburse you.
Examples of services include: guest speaker, venue rental, catering, DJ, etc

Transaction Form Steps

1. **Club Name** – club/org name on Trust Fund Fact Sheet (TFFS)
2. **Date** – today's date
3. **Name** – person preparing the transaction request form
4. **CSUSB ID** – school ID (000000000)
5. **Phone Number** – requestor's phone number
6. **CSUSB Email** – school email (**000000000@coyote.csusb.edu**)
7. **Event Name** – name of event (if applicable)
8. **Event Date** – when you paid the amount (if applicable)
9. **Reimbursements Only- Purchase Date-** date of purchase listed on receipt or paid order/invoice
10. **Total Amount Requested** – amount requested for reimbursement

Transaction Types (Fill appropriate box with description and amount on form)

1. **Purchase Request:**
   - Include vendor name and describe purchase
   - Provide supporting documentation
   - May need to schedule a meeting with OSLE to process transaction.
2. **Check Reimbursement: STOP.** Requires pre-approval from OSLE.
   - For preapproval email Dana Franklin dfranklin@csusb.edu
   - For supplies only no services. MAXIMUM is $250.
   - Attach all original itemized receipts. Receipts are due within 30 days of expense. Attach all pertinent information for individual being reimbursed (name, SID, phone number, address, items ordered, amount etc.)

Chartfield String: Provide ST Number- this can be found on your Trust Fund Fact Sheet (TFFS)

Signatures (always required)

1. Club Officer 1 on Trust Fund Fact Sheet – print name, position, enter scanned or electronic signature, date
2. Club Officer 2 on Trust Fund Fact Sheet – print name, position, enter scanned or electronic signature, date
3. Club Advisor – signature, date (if expense is over $500)
4. Admin Use – the OSLE Designee and Finance and Admin Coordinator signatures will be processed by OSLE

For OSLE and FAC Signatures and Processing

1. Once pdf form is complete and the above signatures are added
2. Complete the University Club Banking Financial Transaction Request Smartsheet Form
   - Upload University Club Financial Transaction Request PDF Form and all required supporting documentation to the Smartsheet form

For questions or assistance on the financial transaction process
please contact OSLE | osleinfo@csusb.edu 909-537-5234

Special Circumstances

CSUSB Branded Promotional Items and Materials

When purchasing any promotional items or materials with the CSUSB name, acronym, or spirit marks such as a coyote or paw print; your organization is required to obtain CSUSB Strategic Communication approval. This must be done **prior to purchasing** by submitting the required logo approval request form to the Office of Marketing and Communications. You should receive a response within 2-3 business days.
Please include the Mar Comm approval with your purchase transaction form backup documentation.

Office of Marketing and Communications
909-537-5007
Logo Approvals | Office of Marketing and Communications | CSUSB

Opportunity Drawings and Giveaways

If your club/organization has an opportunity drawing or incentive giveaway each item recipient must sign the Opportunity Drawing / Giveaway Form. This is a CSUSB University requirement. If you fail to have the recipient complete the appropriate form this could result in your organization's loss of ability to distribute opportunity drawings and giveaways. The form can be found on the Office of Student Leadership and Engagement website under Club Finances.

Opportunity Drawing Form

Guest Speakers, DJ's, Caterers, and other Independent Contractors

If you would like to hire an individual to perform guest speaking services, DJ services, or to purchase supplies/materials from; you must work with the FAC to determine if the individual is eligible to be hired as an independent contractor. The FAC will work with CSUSB Human Resources to vet the vendor **prior to services being performed**. If you do not follow the approval process there is a chance we will not be able process payment to your vendor. Please never pay for any services up front, we will not be able to reimburse you, your club member, or your advisor.

Donations

If your club has a individual or business that would like to donate to your organization and the donor is in need of a tax receipt, you will need to establish a philanthropic account University Advancement's Office of Philanthropic Giving. This account will function separately from your student organization trust fund.

Philanthropic Giving
909-537-5005
giving@csusb.edu

Special Circumstances

Requirement to Pay CA State Sales Tax

At times vendors do not charge CA state sales tax on goods or services. CSUSB Accounts Payable will assess all student organization transactions to determine if the appropriate CA state sales tax was billed to the purchase. If it is determined that sales tax or additional sales tax is required; your organization’s trust fund will be debited for the appropriate sales tax amount and the funds will be sent to the CA State Treasury.

Dispersal of Funds:

In the event that a club/organization does not become active during a 2 year period, any funds remaining in the student organization trust fund account will be transferred to the organization indicated in your club/organization’s constitution in the Finances Section under Dispersal of Funds. (Funds cannot be issued to an individual.)