

INSTRUCTIONS

Student Organization Name – Please state the official name of your student organization as recognized by Student Activities and Events (SAE). Abbreviations are optional, but can only be listed after the official name is stated.

Academic Year – Please state the academic year in which you are opening or updating your account. “i.e. Fall 2017”

Student Organization President and Treasurer Email/Phone – Please provide valid contact information for both your organization’s current President and Treasurer. The SAE office requires a valid @mail.sfsu.edu email to confirm the registration of the President and Treasurer on file.

Student Organization or Sports Club – Please indicate whether you are categorized as an officially recognized student organization (i.e. academic, social, Greek, etc.) or sports club on campus.

Source of Funds - Please list your organization’s sources of funds collected. This may include fundraisers, dues, sponsorships, grants, donations, memberships, etc.

New Account or Update Existing Account – Please indicate whether you are applying for a new student org banking account for the first time or renewing an existing account.

Account # - Please provide your organization’s account number if you have an existing account. If your organization is applying for a student org bank account for the first time, UCorp will issue you an account number.

Signatures – Please obtain all appropriate signatures using a “wet” signature, no scans or copies, to authorize the establishment or renewal of your student org bank account. All signatures must be updated any time a president OR treasurer change is made and at the beginning of every fall semester coinciding with annual re-registration.

TERMS AND CONDITIONS

The following terms and conditions serve as the binding agreement between your Student Activities and Events (SAE) recognized student organization and The University Corporation (UCorp), in regards to the establishment of a banking account:

1. To earn and continue recognition status, your student organization must abide by the following terms:

- a) If your organization plans to collect, fundraise, and manage monies, you must establish and maintain an on-campus banking account with UCorp, according to the Integrated CSU Administrative Manual (ICSUAM) 3141.01. The UCorp student org bank account is the only bank account that your student organization may have. Funds may be deposited or withdrawn by the President or Treasurer so long as the student organization retains its recognized status with SF State.
- b) Attend the Annual Student Leadership Symposium and/or Greek Summit held every September.
- c) Ensure the registering president or treasurer have attended the Student Leader Orientation.
- d) Your student organization is encouraged to participate in periodic training workshops in fiscal responsibility held by SAE. Dates of these workshops will be released each semester.
- e) Provide the most updated authorized signature forms of your student organization's President and Treasurer for every officer change approved by SAE and submitted to UCorp. Your student org is required to have an authorized signature form with UCorp at all times in order to gain access to the account. The President and Treasurer will be asked to provide a student ID upon the UCorp staff's request before making any withdrawals from your account.

2. Upon obtaining your student org banking account, your student organization should be aware of the following instructional and situational activities.

- a) Your student organization is expected to close any existing off-campus bank account by working with SAE. You will need to visit the SAE office for further instruction.
- b) Your student organization will pay in full any fees and damages that the organization may cause or incur while using campus equipment, services, or facilities. If any such fees are assessed and remain unpaid, SAE reserves the right to suspend your account until such fees are paid.
- c) UCorp will not honor any withdrawal requests when your account has an insufficient balance to cover the withdrawal or if it exceeds 90% of the student org fund balance.
- d) Your student organization will not be charged for the use of cash-handling services, nor are there any service charges for maintenance of your account assessed by UCorp.
- e) The deposits in your account do not earn interest.
- f) At any time during the UCorp audit, your account may be subject to such audit.
- g) The disposition of funds will result from closure of your student organization's bank account if it remains inactive for two fiscal years. The remaining funds will revert back to a funding pool

that will be distributed each September of the academic year, to other student organizations with an active bank account with UCorp.

3. To achieve successful banking operations with UCorp, your student organization must abide by the following University guidelines:

- a) Your student organization's bank account cannot be used to hold funds on behalf of other student organizations.
- b) All experiments must be deemed appropriate by the University, and cannot violate any State, federal, or CSU regulations. Examples include but are not limited to alcohol, firearms, tobacco, and any illicit or prescription drugs.
- c) Funds should be collected only for the purpose for which the organization's account was established. These funds can be collected through donations, fundraisers, sponsorships, and grants that promote the organizations, support the University, serve the community, and honor graduation, traditional, or historical events.
- d) All fundraising activities must abide by the stated University Fundraising Policies. This policy may be subject to change by University. For further information on these policies, please see SAE.

4. When depositing monies to your student org bank account, your student organization must follow the UCorp check and cash-handling guidelines:

- a) Deposit all monies collected to the Bursar's Office (Window G). You will need to complete a deposit transmittal from prior to making your deposit. This form will be made available at the Bursar's Office (Window G) or on UCorp website. Please refer to the step-by-step guide on the deposit process and a copy of the deposit transmittal form.
- b) Your student organization is responsible for any item deposited into your account. If a check is returned for insufficient funds, it will be charged back to your bank account with any applicable fees. Please refer to the UCorp Deposit/Cash and Check Receipt Handling Policy.

5. When withdrawing funds from your student org bank account, your student organization must follow the UCorp Withdrawal Check/Petty Cash Request guidelines:

- a) Once each deposit has been cleared, your President and treasurer are the only authorized users to withdraw any funds from the account.
- b) Your student organization will receive all withdrawals over \$100.00 from the account in the form of checks that are substantiated by original receipts, invoices, or other documentation approved by the UCorp accounts payable department.
- c) Your student organization can request Petty Cash up to \$100.00 and must not exceed 90% of the student org fund balance. Any unused cash, original receipts, and relevant documentation must be turned in within 24 hours.

*****These Policy and Procedures are subject to change at any time.**