

Student Organization Banking Guide

Student Organizations Banking Guide

PURPOSE

This Administration of Student Organization Funds Policy and Procedures is intended to define the distinct roles and responsibilities of the University (Student Activities & Events) and the University Corporation in administering student organization funds through the establishment of a University Corporation bank account.

POLICY STATEMENT

In accordance to ICSUAM Section 3141.01, per Executive Order 1068, all recognized student organizations that fundraise and manage monies, with the exception of 501(c)(3) organizations, are required to bank with the University or its designated campus auxiliary organization by June 30th, 2017. University Corporation has been identified as the designated campus auxiliary by San Francisco State University.

The University Corporation, SF State (UCorp) will facilitate all financial transactions for Student Organization accounts and along with Student Activities & Events (SAE) will also work with student leaders, campus administrators, and business vendors to expedite the approval of payments, refunds, advances or withdrawals from Student Organization accounts. This Guide should provide you with instructions on how to conduct financial business for your Student Organization including setting up the account, making deposits and a variety of ways to access your club's funds, based on UCorp's required accounting procedures and the type of activity, event, or financial transaction necessary to complete the request.

UCorp has 2 windows located in Administration Building:

Student Org Consultation (for all banking related questions) **WINDOW E**:

Monday & Wednesdays **Tuesday, Thursdays, Fridays**

10:30-5:00 8:30-5:00

You can also email any questions directly to ucorpstudorg@sfsu.edu

Bursar Hours (for Deposits and Withdrawals) **WINDOW G**:

Monday - Thursday **Fridays**

8:30-5:00 8:30-4:30

The SAE Office is located in the Student Services Building Room 206:

Monday - Friday

8:00AM-5:00PM

Setting up Student Organization Bank Account

1. Must be a formally Recognized Student Organization (RSO) by Student Activities & Events (SAE)

2. Once a formal RSO, Student Organization must complete the Student Organization Special Project Agreement (SOPA) with SAE.
3. Officers sign SOPA
4. The SOPA form is sent to UCorp for processing
5. The UCorp Fund # will be provided to SAE, and Student Organization Officers
6. The UCorp Fund is your bank account number and this number will be used on the following forms:
 - a. Student Organization Cash Deposit Transmittal Form
 - b. Student Organization Financial Check Request Form

(Additional forms can be found on University Corporation web site at <https://www.ucorp.sfsu.edu/studentorgs>)



Student Organization Account Application and Agreement

Please bring this completed form to the Student Activities and Events Dept. (Student Services Building, Room #206)

Student Organization Name:

Academic Year:

Please check one: Student Organization Sports Club

Please check one: New Account Update Existing Account Account#

Please Generally Describe the Student Org Source of Funding:
Fundraising, Membership Dues, Donations, Merchandise Sales, Food Sales

Please Generally Describe the Student Org Use of Funding:
Fundraising Events, Speaker Presentations

"By signing below, I have read and I agree to the terms and conditions of establishing and managing a bank account on behalf of my student organization. I enter into this agreement with full knowledge of its effect."

Sam Francisco
Student Organization President Name

Signature

(415) 123-4878 / SAM@mail.sfsu.edu
Contact Info Phone#/Email (@mail.sfsu.edu EMAIL ONLY)

Francesca Sam
Student Organization Treasurer Name

Signature

(415) 123-4679 / FRAN@mail.sfsu.edu
Contact Info Phone#/Email (@mail.sfsu.edu EMAIL ONLY)

Ali Gator
Student Organization Advisor Name

Signature

(415) 123-4877 ALIGATOR@sfsu.edu
Contact Info Phone#/Email (@mail.sfsu.edu EMAIL ONLY)

APPROVALS

<input type="text"/>	<input type="text"/>
Student Activities & Events Signature	Date
Campus Rec Signature (Sports Clubs Only)	Date
UCorp Signature	Date

Student Activities and Events Use ONLY:

Date Received:	Additional Information:
<input type="text"/>	<input type="text"/>

UCorp Use ONLY:

Date Received:	Assigned Student Org Fund #:	Additional Information:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Deposits

Deposits can be made to your club account by utilizing the Student Organization Cash Deposit Form. The form is completed by the club representative making the deposit, and submitted to the Bursar Office located on the bottom floor of the Admin Building window___ for processing. The Bursar Office is open Monday through Thursday, 8:30AM-5:00PM and Fridays, 8:30AM-4:30PM.

1. Deposit all receipts (cash/check payments) with the Bursar Office within 24 hours of receipt. When collecting cash for a student org event after hours, the night deposit drop box, located outside the Administration building should be used. All deposits deposited in the drop box must be accompanied by a completely filled out deposit transmittal, and cash/checks all placed in sealed envelope. **Deposits should not be loosely placed in the drop box.**
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 Bursar Office in a secure bag. Deposits should be handled by 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. **Student Organization 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 UCorp- and Club Name.
 - g. **Deposit to:** Enter the Club's five-digit fund number beginning with U; the rest of the chart field 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. (The president or treasurer should be the verifier)

The deposit shall have attached a completed UCorp Deposit Transmittal Form, tape receipt with the total amount of dollars collected, and any necessary supporting documents such as copies of checks, receipts of revenue collected, and any related documents. **The SAE staff will allow student organizations to use the office copy machine and receipt calculator as a resource provided to them, if needed.**

- i. **Date:** Enter the date the deposit was verified.
6. **When depositing donations** a separate deposit transmittal needs to be completed and turned into Development, ADM 154 for processing. The deposit should include the student org account and all supporting documentation (solicitation information) identifying what the donation is for and any restrictions that may be part of the donation.

7. Bursar will enter the following:
 - a. **Shortage:** If the deposit is short, enter the Club's fund number; the rest of the chart field 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 copy of the hand receipt to the deposit form.



The University Corporation, San Francisco State
 1600 Holloway Ave, Admin. Building #361
 San Francisco, CA 94132

**** DO NOT USE THIS FORM FOR DONATIONS (Please use other form)**

STUDENT ORG DEPOSIT TRANSMITTAL

Prepared by: Sam Francisco *SA M*
 Verified by: Francesca Sam *FS*
 Date: 09/9/17

Program Contact: Sam Francisco
 Program Email: FRAN@mail.sfsu.edu
 Program Phone: (415) 123-4678
 Student Organization Name: ABCXYZ Student Club
 Student Organization Account #: UXXXX

PLEASE SUBMIT THIS FORM TO BURSAR'S OFFICE WINDOW G
 Mon -Thurs 8:30am - 5:00 pm & Fri 8:30am - 4:30 pm

Item Type or Account No.	Fund Number (Student Org Acct#)	Department Number	Project Number	Payor (First Name, Last Name)	Type of Deposit (check, Money order, Cash, Foreign Draft)	Amount	Additional Information (i.e. purpose, description of event)
580807 - Merchandise Sales	UXXXX	9100		Spreadsheet Attached	Cash	500.00	Book Sales
580931 - All Other Revenue	UXXXX	9100		Spreadsheet Attached	Check	200.00	Membership Dues
660003 - Petty Cash Return	UXXXX	9100		See Petty Cash Form for details	Cash	50.00	Petty Cash Return of unused funds
< Please Select >	UXXXX	9100			<Please Select>		
< Please Select >	UXXXX	9100			<Please Select>		
< Please Select >	UXXXX	9100			<Please Select>		
< Please Select >	UXXXX	9100			<Please Select>		
< Please Select >	UXXXX	9100			<Please Select>		
TOTAL:						750.00	

Note (examples of what account to use):

- *580807 - For Merchandise Sales (examples: Book Sales, Sweatshirt Sales)
- *580931 - For All Revenue (examples: Membership Dues, Ticket Sales, Revenue from Volunteering Membership, Food Fundraising Revenue)
- *660003 - Petty Cash Return (use this account if depositing unused petty cash)

Bills (Enter Total Amounts)	COINS(Enter Total Amount)
\$1.00	\$0.01
\$2.00	\$0.05
\$5.00	\$0.10
\$10.00	\$0.25
\$20.00	\$0.50
\$50.00	\$1.00
\$100.00	
Total Currency: 545.00	Total Coins: 5.00

No. of CHECKS 4

Total Cash Amnt	\$	550.00
Total Checks Amnt		200.00
TOTAL DEPOSIT	\$	750.00

- 1 Checks must be properly endorsed to The University Corporation, if not originally made payable to The University Corporation
- 2 Attach the following to the deposit transmittal form:
 - a. Adding machine tape reconciling to the total on the Deposit Transmittal and the original checks, and
 - b. Copies of all checks
 - c. All supporting documentation (calculation spreadsheets, emails, event flyers)



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 San Francisco, CA 94132

STUDENT ORG DEPOSIT TRANSMITTAL (DONATIONS ONLY)

Prepared by: Francesca Sam *FS*
 Verified by: Sam Francisco *FS*
 Date: 9/9/17

Please bring this form and your deposit to DEVELOPMENT DEPT.
Admin. Building Room #153

Program Contact: Sam Francisco
 Program Email: SAM@mail.sfsu.edu
 Program Phone: (415)123-4679
 Student Organization Name: ABCXYZ Student Club
 Student Organization Account #: UXXXX

Item Type or Account No.	Fund Number (Student Org Acct#)	Department Number	Project Number	Payor (First Name, Last Name)	Type of Deposit (check, Money order, Cash, Foreign Draft)	Amount	Additional Information	Development Use Only
503904	UXXXX	9100		Acme, Inc.	Check	1,000.00	Donation for 2017 Registration	
503904	UXXXX	9100		Later Gator, Inc.	Cash	20.00	General Support Donation	
503904	UXXXX	9100			<Please Select>			
503904	UXXXX	9100			<Please Select>			
503904	UXXXX	9100			<Please Select>			
503904	UXXXX	9100			<Please Select>			
TOTAL:						1,020.00		

Bills (Enter Total Amounts)	COINS(Enter Total Amount)
\$1.00	\$0.01
\$2.00	\$0.05
\$5.00	\$0.10
\$10.00	\$0.25
\$20.00 20.00	\$0.50
\$50.00	\$1.00
\$100.00	
Total Currency: 20.00	Total Coins: 0.00

No. of CHECKS 1

Total Cash Amnt \$ 20.00
 Total Checks Amnt \$ 1,000.00
 TOTAL DEPOSIT \$ 1,020.00

- 1 Checks must be properly endorsed to The University Corporation, if not originally made payable to The University Corporation
- 2 Attach the following to the deposit transmittal form:
 - a. Adding machine tape reconciling to the total on the Deposit Transmittal and the original checks, and
 - b. Copies of all checks
 - c. All supporting documentation (calculation spreadsheets, emails, event flyers)

Petty cash

The Club must have funds available in their account to cover any petty cash advance. Cash advances are typically used for small cash purchases such as, food (restaurant/grocery store purchases), decorations, other event supplies or organizational purchases.

1. Petty cash can be issued in an amount **up to** \$100 or up to 90% of the Student Org fund balance. Petty cash advances will be issued at the Bursar office window.
2. To receive Petty cash, the **Student Organization must complete the Student Organization Petty Cash Form** per instructions:
 - a. Indicate the Amount
 - b. Signature of Club Officer (President or Treasurer)
 - c. Obtain signature of another Club Officer
3. Take the signed petty cash request form to the Bursar Office Window G.
 - a. Bursar will issue the petty cash advance, assign Advance #, and provide a Student Organization petty cash 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 is complete you must bring the Student Organization petty cash advance envelope along with the Itemized Expense Report and any unused funds back to the Bursar Office window no later than **one business day** 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 **Student Organization Check Request Form** is needed in order to be reimbursed for the difference. A copy of the completed information on the Student Organization Cash Advance Envelope will be provided to you and to UCorp.
5. Another petty cash **cannot** be given if a student organization has a current outstanding petty cash. If a petty cash advance is outstanding more than a month, SAE will be notified and the student organization could be subject to discipline action by SAE.



PETTY CASH DISBURSEMENT

BURSAR'S OFFICE WINDOW G Mon -Thurs 8:30 am - 5:00 pm & Fri 8:30 am - 4:30 pm
1600 Holloway Avenue, Admin. Bldg.361,San Francisco, CA 94132

Petty Cash reimbursements cannot exceed \$100 or 90% of the student org fund balance.

Student Organization Name: ABCXYZ Student Club

Student Organization Account #: UXXXX

Name (Please Print) Sam Francisco Date 9/7/17 Phone (415)123-4678
Home Address, City, State, Zip Code 1072 Washington Street , Daly City, CA 94015

Contact Extension: X34678 Email: SAM@mail.sfsu.edu

PEOPLESFT CHARTFIELD

Table with 7 columns: Account, Fund, Dept, Program, Class, Project, Amount. Row 1: 660003, UXXXX, 9980, Total 100.00

EXAMPLE ONLY

Description/Purpose: Annual ABCXY Student Club Welcome Night - Event Supplies

Received By: [Signature] (Signature of person picking up funds) Student Org President or Treasurer

Date: 9/7/17

I CERTIFY THAT: The undersigned requestor accepts full responsibility for submitting all supporting documentation (ORIGINAL receipts and other relevant documentation) within 24 hours of petty cash disbursement.

ACCOUNT AUTHORIZED SIGNATURE FINAL APPROVAL: (Student Org President or Treasurer) [Signature]

UCorp / Bursar Use Only Prepared by: Verified by: UCorp Entered:



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 1600 Holloway Ave, Admin. Building #361
 San Francisco, CA 94132

STUDENT ORG PETTY CASH ITEMIZATION FORM

This form is to be included with the Petty Cash Envelope upon issuance of Petty Cash and must be returned by the student org along with the Petty Cash Envelope and ORIGINAL itemized receipts.

Student Organization Name: ABCXYZ Student Club	Student Org Fund #: UXXXX	Contact Name: Francesca Sam	SFSU E-mail: FRAN@mail.sfsu.edu	Phone: (415) 123-4678	Date: 9/10/17
Date of Expense	Account #	Department	Description of Expense	Amount	
9/9/17	660003	9100	Event Supplies (Table Cloth, Ribbons)	60.00	
9/9/17	660003	9100	Snacks	25.00	
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
				TOTAL:	85.00

Description of Business Purpose:
 Annual ABCXYZ Student Club Welcome Event - Event Supplies

Bursar Use ONLY:

Date Received:	Petty Cash Advance #:	Additional Information:
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Payment Request

In order to make a payment request the Student Organization must currently have funds available. Payment request are commonly used to pay for supplies and services, such as guest speakers, catering, comedians, DJs, setup crews, rental equipment, special event insurance, etc. *Plan ahead, as most payment request are processed with in a seven-day turn around after receipt of an approved payment request.* Submit all request to window G or E at the Bursars office in the Administration building on the first floor.

Types of payment request:

Reimbursements – when a student organization member has spent his/her personal funds and seek reimbursement. The following must be completed to receive a reimbursement:

1. Complete a Student Organization Check Request per instructions
2. Attach a copy of receipts that support reimbursement requested
3. Obtain signature of Club Officer (President or Treasurer)
4. (Please Note: Payment Requests OVER \$2,500 require The Director of SAE signature)
5. Club contact information is required
6. Business purpose/description of event are required

Direct Payment to Vendor – Payment to vendor who the Student Organization is receiving goods or services from the vendor. 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 campus disbursement desk, Adm 358.

1. All vendor payments require a completed W-9 for the vendor
2. Complete a Student Organization Check Request per instructions
3. Attach a copy of the invoice or quote from the vendor
4. Obtain signature of another Club Officer
5. (Please Note: Payment Requests OVER \$2,500 require The Director of SAE signature)
6. After UCorp has approved the check request and verified club funds, it will be submitted to Accounts Payable for payment to be processed.
7. Club contact information is required
8. Business purpose/description of event are required

Type of payee (vendor, student, and employee) must be identified. Employees are commonly only paid for reimbursement of goods. If a student organization wants to pay an employee (UCorp or university) for services please contact UCorp first to determine if payment is allowed.

Keep copies of the above for your records

Contracts/Agreements:

Contracts and agreements for a Student Organizations events or services must be entered into by the Student Organization, UCorp only serves as the student organizations funds holder.



THE UNIVERSITY CORPORATION, SF STATE
 1600 HOLLOWAY, SAN FRANCISCO, CA 94132
 STUDENT ORG CHECK REQUEST FORM

D.C. No. _____
 Date: 09/20/2017

ORG FUND NO: UXXXX
 STUDENT ORG CONTACT:
 John Smith
 CONTACT PHONE NO:
 (415)123-4678

If payable to SFSU, please indicate University account
 or Invoice #

Check Distribution/Special Handling:

Mail to payee's address
 Hold/Call for Pickup
 Phone: _____
 Other: _____

MAKE CHECK PAYABLE TO:

CLAIMANT/COMPANY: Acme Cafe'
 ADDRESS: 123 Main Street
 CITY San Francisco STATE CA ZIP CODE: 94112

Legal resident of the United States or Legally Incorporated?
 Yes No -- see below

Immigration Status:
 J-1 Other Passport No

This payment is subject to 38% withholding: PLEASE COMPLETE THE 1042 S FORM
 All others COMPLETE W-9 FORM

DIRECT PAYMENT REIMBURSEMENT TO STUDENT ORG MEMBER

DESCRIPTION FOR GOODS AND SERVICES PROVIDED			DETAIL	AMOUNT
ACCOUNT	FUND	DEPT ID		
660003	UXXXX	9100	Food for fundraising events on 9/13/17	100.00
660003	UXXXX	9100		
660003	UXXXX	9100		
			TOTAL AMOUNT	100.00

I CERTIFY THESE EXPENSES ARE VALID, THAT THEY ARE RELATED TO THE OBJECTIVES OF THE STUDENT ORG, AND THAT THE ATTACHED RECEIPTS ARE ORIGINAL.

Print Name: Francesca Sam Print Name: John Smith

Francesca S. 9/20/17 *John Smith* 9/20/17
 AUTHORIZED SIGNATURE DATE CLAIMANT'S SIGNATURE DATE
 (Student Org President or Treasurer)

Above \$2,500.00

 Director of Student Activities and Events

ACCOUNTING USE ONLY

Vendor: _____ Acct: _____ Inv Nbr: _____
 Inv Date: _____ Inv Amt: _____ Rept Amt: _____
 Dup Inv: _____ Spec Msg: _____

Date Received By UCorp: _____ Approved For Allowability: _____ Date Received by A/P Dept: _____ E/P Processing
 By: _____ By: _____
 Date: _____ 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:

Raffle/prizes are not allowed to be used at events. Please contact the UCorp if you have questions.

Dispersal of Funds:

In the event that this organization becomes inactive during a 2-year period, any funds remaining in the account will be transferred to the_____. If you wish to transfer funds to an organization. (Give the name and address of proposed organization, not an individual)