



---

<b>POLICY:</b>	<b>STUDENT ORGANIZATION FUND ACCOUNTS</b>
<b>EFFECTIVE DATE:</b>	<b>SEPTEMBER 21, 2018</b>
<b>REVISED DATE:</b>	<b>APRIL 24, 2023</b>
<b>APPROVAL DATE:</b>	<b>AUGUST 18, 2023</b>

---

## DEFINITIONS

**Detail code:** Four letter code utilized by CSUSM Cashier's Office to identify correct fund account.

**Expenditure Request Form (ERF):** ASI Form used to process reimbursements and payments.

**Fund Account:** Five number code assigned to recognized student organization in the CSUSM financial system.

**Officially recognized student organization:** Approved club that meets requirements and has completed mandatory recognition steps with Student Leadership & Involvement Center.

**Student Leadership & Involvement Center (SLIC):** Department on CSUSM campus that maintains oversight of recognized student organizations.

## PURPOSE

The purpose of this policy is to establish written policies and procedures concerning ASI Student Organization Fund Accounts.

## POLICY

- I. All officially recognized student organizations are required to maintain an on-campus fund account with Associated Students, Inc.
- II. An individual fund number will be issued upon recognition of the student organization.
  - a. All transactions must include this fund number.
- III. Student Organization Fund Accounts consist of those funds held in trust by the Associated Students, Inc., on behalf of officially recognized student organizations.
- IV. Student organization funds are not under the budgetary or programmatic control of Associated Students, Inc.

- V. All student organizations must complete an “Student Org Officer & Advisor Agreement” each academic year upon recognition by Student Leadership & Involvement Center (SLIC).
- VI. Student Organization Fund Accounts cannot be used to hold funds on behalf of other student organizations. Funds may be held by a student organization on behalf of another, external organization only on a temporary basis in conjunction with a fundraising event where a check for the proceeds will be issued to the outside organization.

## **PROCEDURE**

- I. Expenditures
  - 1. See Student Organizations Account Services Guidebook on ASI website for expenditures processes.
  - 2. An ASI Expenditure Request Form (ERF) must be completed to receive reimbursement or to process payment.
    - a) CSUSM Sponsored Student Organization ERF requires the signature of the Student Organization President, Treasurer, and Faculty/Staff Advisor.
      - i. All student organizations that fall under the supervision of Campus Recreation require additional signature approval from designated Campus Recreation staff member.
      - ii. See ASI Accounts Payable policy for reimbursement processes and procedures.
    - b) Student organizations with negative balances will not be able to process reimbursements until there are sufficient funds in their account.
      - i. Prior to approving the expenditure, the ASI Professional Staff Designee will check PeopleSoft for the availability of student organization funds. If sufficient funds are not available, the ASI Professional Staff Designee will not grant approval of the expenditure.
      - ii. Fund account balances are available upon request.
- II. Deposits
  - Student Organization Fund Account deposits are to be completed at the University Cashier’s Office.
  - 2. See Student Organizations Account Services Guidebook on ASI website.
- III. Inactive Student Organizations
  - 1. In the event that an organization does not wish to be recognized the following year, or they have prior knowledge that they will not meet the university’s recognition requirements, the current student organization officers may identify a specific organization or campus entity where they would like to redistribute their funds. This process must be conducted during the student organization recognition period for that current academic year.

2. Funds in inactive Student Organization Fund Accounts may be maintained or swept, depending on recognition status of the student organization for the past academic year.
  - a) A student organization that has been recognized by SLIC for the past academic year but whose Student Organization Fund Account has not been active during this period may maintain its account balance with no penalty.
  - b) A student organization that has not been recognized by SLIC for at least two academic years and whose fund account has not been active during this period, will have its balance, if any, swept after July 1<sup>st</sup> of the next fiscal year.
    - i. The funds swept from identified inactive student organizations will be transferred into an account used for ASI Leadership Funding.
    - ii. Student organizations will be eligible to receive additional funding based on attendance at Student Organization workshops hosted by SLIC during the fall semester. Attendance requirements may vary from year to year. SLIC will provide ASI with a list of student organizations to receive additional funding by the end of the fall semester.

## RELATED DOCUMENTS

- I. ASI Expenditure Request Form (ERF)  
[https://www.csusm.edu/asi/documents/forms/asi\\_expenditure\\_request\\_form\\_erf.pdf](https://www.csusm.edu/asi/documents/forms/asi_expenditure_request_form_erf.pdf)
- II. Payee Data Record  
<https://adobesigndynamicworkflow.csusm.edu/ap>
- III. CSUSM Accounts Payable Department  
<https://www.csusm.edu/fs/ap/index.html>
- IV. Chancellor's Office - Administration of Student Organization Funds - ICSUAM Policy Number 3141.01: <http://www.calstate.edu/icsuam/sections.shtml>
- V. Chancellor's Office –Student Activities - Executive Order 1068:  
<http://www.calstate.edu/eo/EO-1068.html>
- VI. Student Officer & Advisor Agreement  
<https://csusm.presence.io/form/student-org-officer-advisor-agreement-2023-2024>
- VII. ASI Accounts Payable policy  
[https://www.csusm.edu/asi/documents/about/asi\\_accounts\\_payable\\_approved11.5.21.pdf](https://www.csusm.edu/asi/documents/about/asi_accounts_payable_approved11.5.21.pdf)
- VIII. Student Organizations Account Services Guidebook  
[https://www.csusm.edu/asi/services/2122\\_studentorg\\_accounts\\_service\\_guidebook.pdf](https://www.csusm.edu/asi/services/2122_studentorg_accounts_service_guidebook.pdf)

