STUDENT ORG. ACCOUNT SERVICES

PRESENTED BY: STUDENT ORG. & PROJECT SPECIALIST

MY ROLE, ACCOUNT BASICS, THE ERF PROCESS AND FAQ'S

ANA BUSTAMANTE

Student Organization and Project Specialist

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- Approve ERF’s
- Make credit card purchases
- Manage student org. balances
- Keep org.’s updated (checks, donations)
- Answer student inquiries

ASI vs SLIC

Associated Students, Inc. (ASI) is responsible for the accounting side of your student organization account.

We can help you make deposits and manage/spend your money.

SLIC provides training, advising, and resources to you and your organization.

Anything to do with the **day-to-day running of & planning for your club** (i.e., officer changes, event planning, general questions)

Account Basics

- 5 digit fund account code (9____) from which all payments made
- YOU keep track of shadow budget to prevent a negative balance
- WE keep track of weekly account balance and drill downs by request (for a specific charge)

Student Org. FAQ's

- **How do we know our club's balance?**

You can find your balance in the student org account services website on ASI. It is updated every Thursday.

Student Organization Account Services

Contact

If you have any questions about student organization accounts, please contact ASI via email at asi@csusm.edu or by phone at 760-750-4990.

Quick Links

- Student Org Account Balances
- Student Org Item Code and Fund Number
- Student Organization Account Services Informational Video

Student Organizations Balance Report 02/13/25

Fund	Balance
91001	19936.5
91003	135.78
91004	1533.31
91005	235.47
91006	116.5
91007	6620.48
91010	685.72
91011	698.34
91012	185.34
91015	390.42
91016	712.25
91020	666.74
91021	425
91022	934.6
91024	627.68
91025	354
91034	489.65
91035	237.95

Deposits

How to: Deposit to an on-campus student organization account

Show All

Blank Deposit Form

- Only use for in-person signatures.
- After completing, take to the Cashier's Office in Cougar Central with funds/checks you are depositing.

Click here for the Blank Deposit Form

Deposit Form Adobe Sign

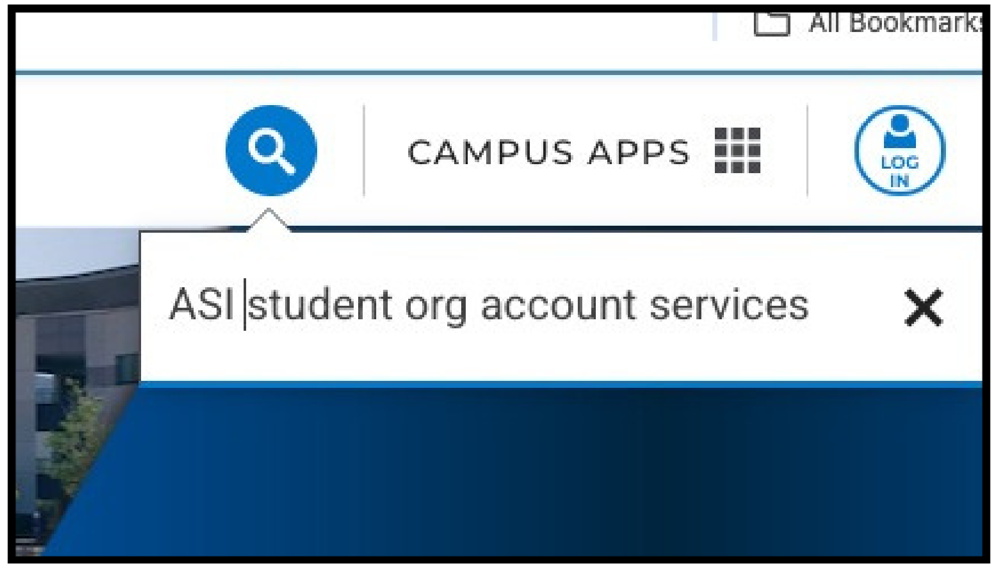
- **(MUST send form to** SFS@CSUSM.EDU)
  - Only use for electronic signatures.
  - After completing, take the funds/checks you are depositing to the Cashier's Office in Cougar Central.

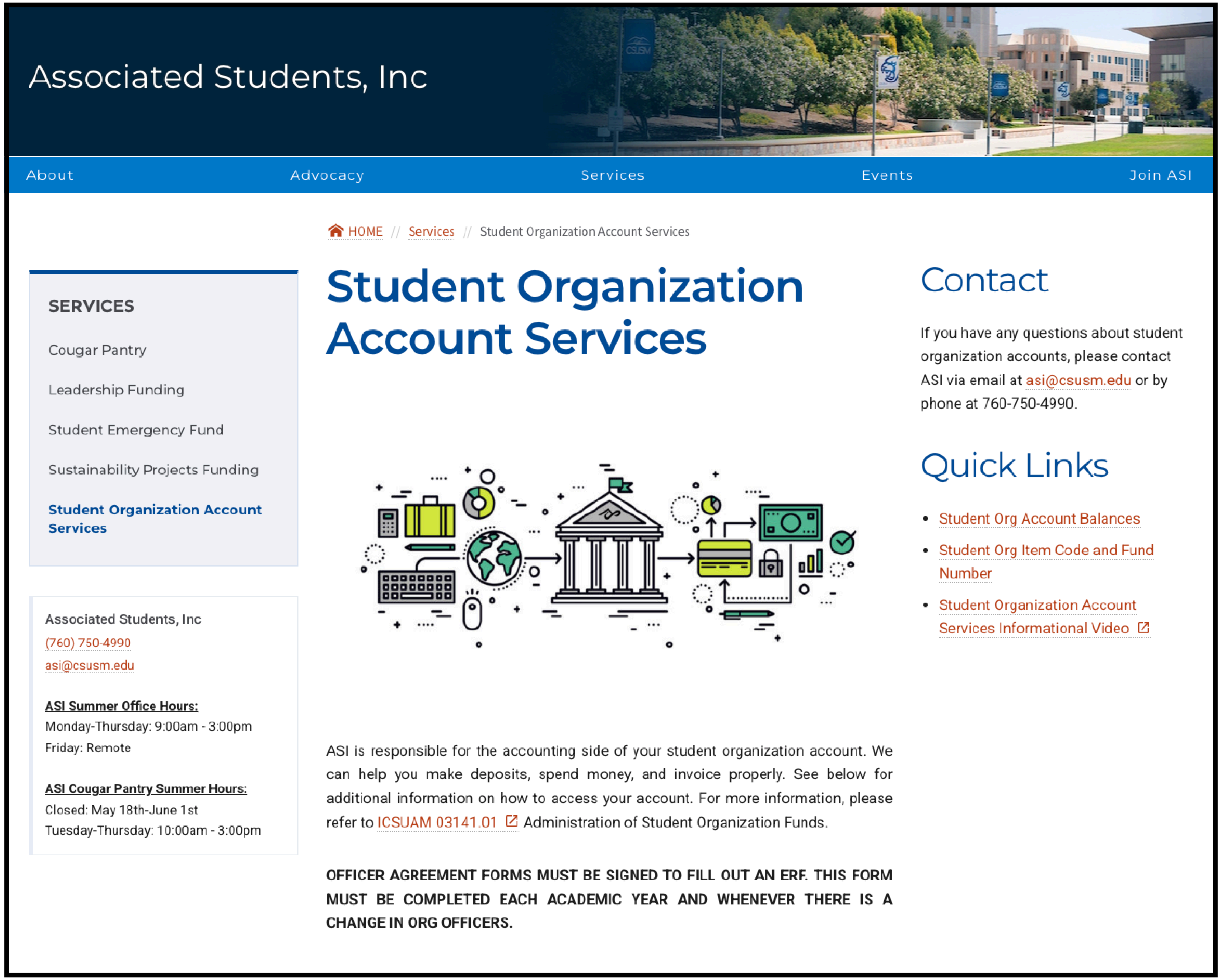
Click here for the Deposit Form Adobe Sign

PLEASE NOTE: The ASI office does not accept cash or any form of monetary deposit. All deposits must be taken to the CSUSM Cashiers Office at the Administrative Building 3800.

ERF Process

Step 1





Step 2

How to: Get reimbursed from organization account

Show All

Purchases on behalf of an organization +

Method of payment +

Expenditure Request Form –

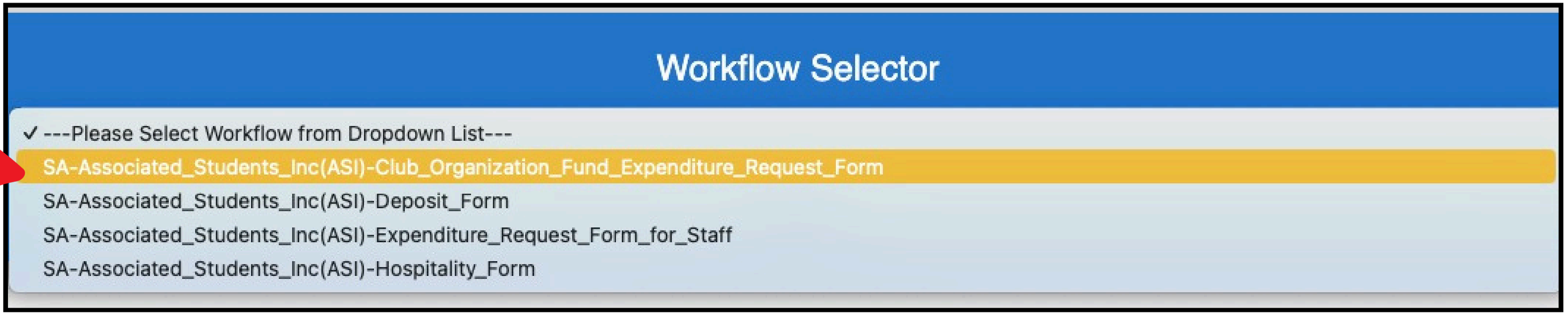
Complete the Expenditure Request Form with the purchaser's information (who made the purchase is who needs to be reimbursed) and attach itemized receipts.

Payee Data Form +

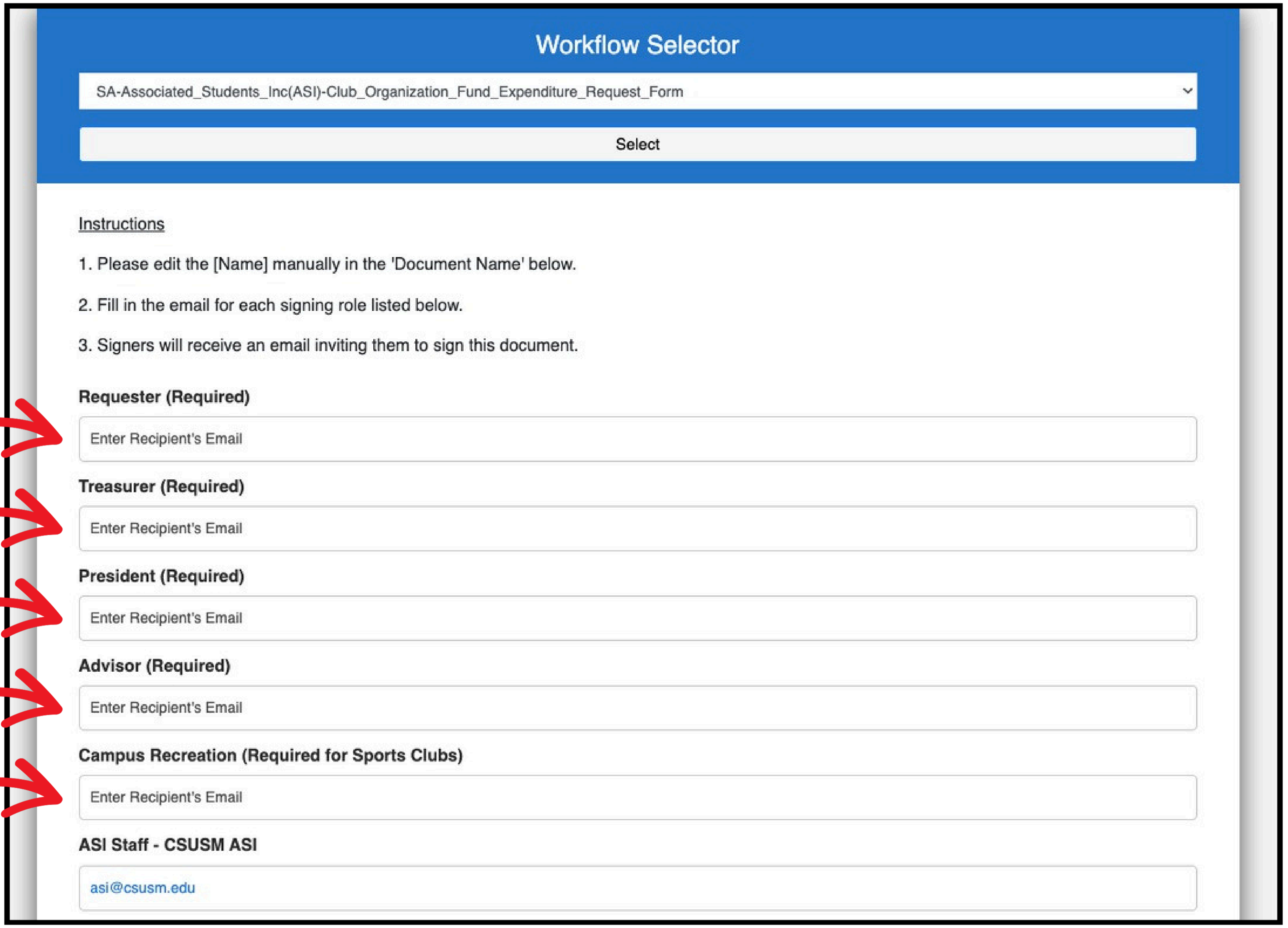
Gift Card/Prize Form +

Information Technology Review (ITR) +

Step 3

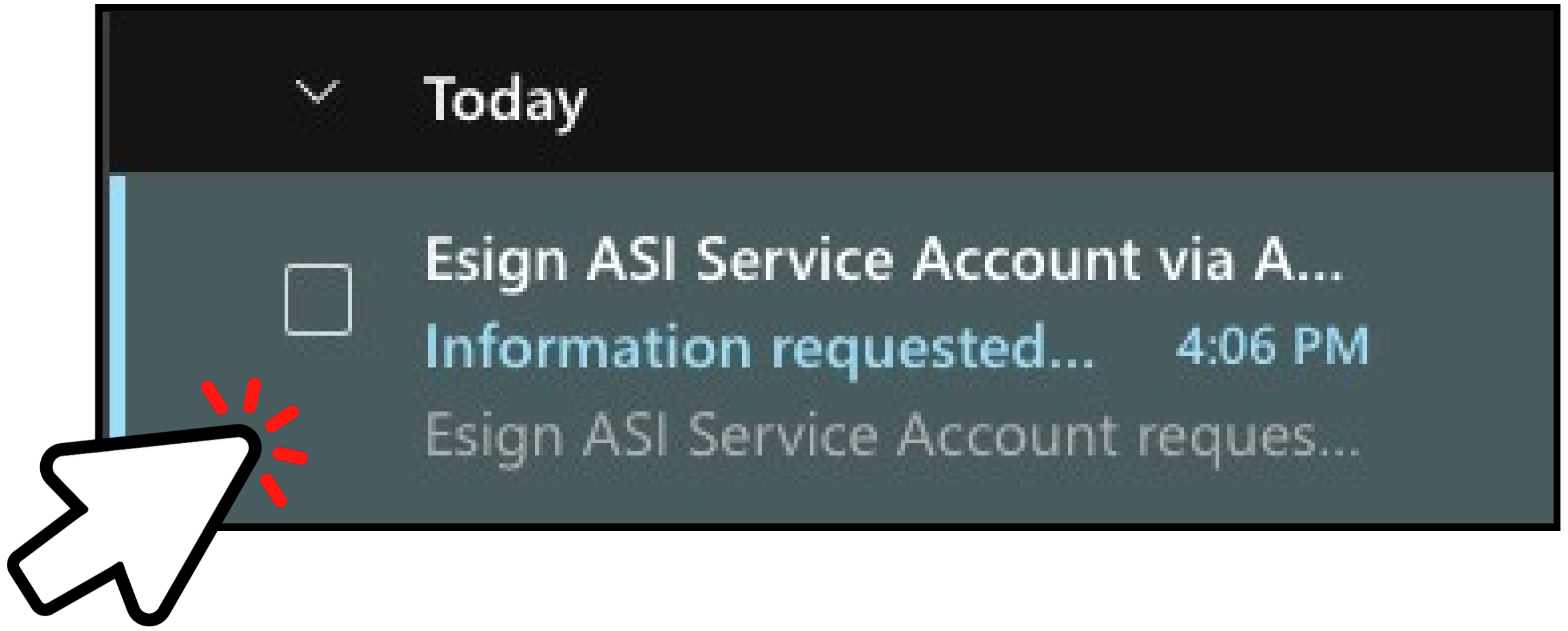


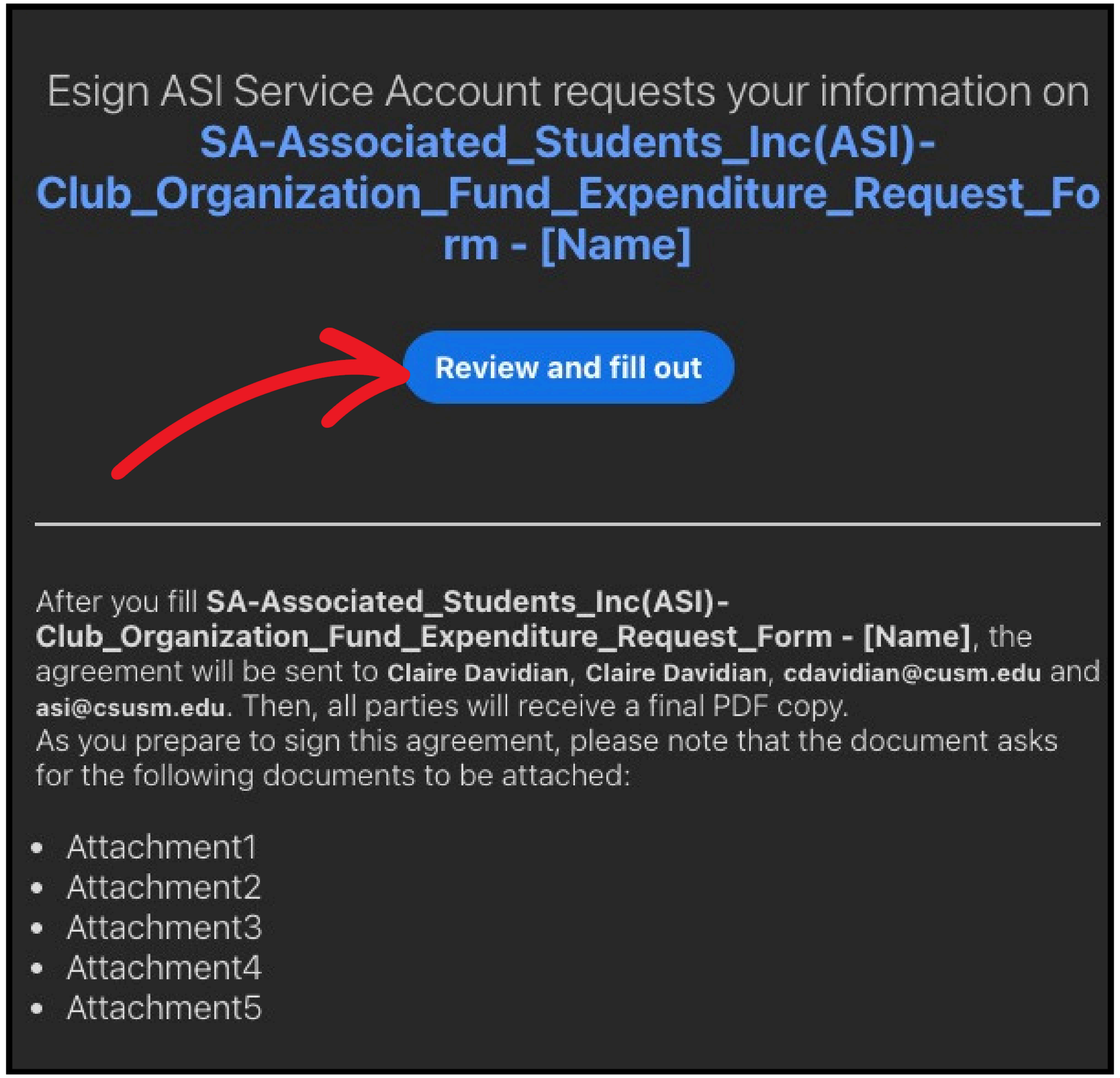
Workflow Selector
✓ ---Please Select Workflow from Dropdown List---
SA-Associated_Students_Inc(ASI)-Club_Organization_Fund_Expenditure_Request_Form
SA-Associated_Students_Inc(ASI)-Deposit_Form
SA-Associated_Students_Inc(ASI)-Expenditure_Request_Form_for_Staff
SA-Associated_Students_Inc(ASI)-Hospitality_Form



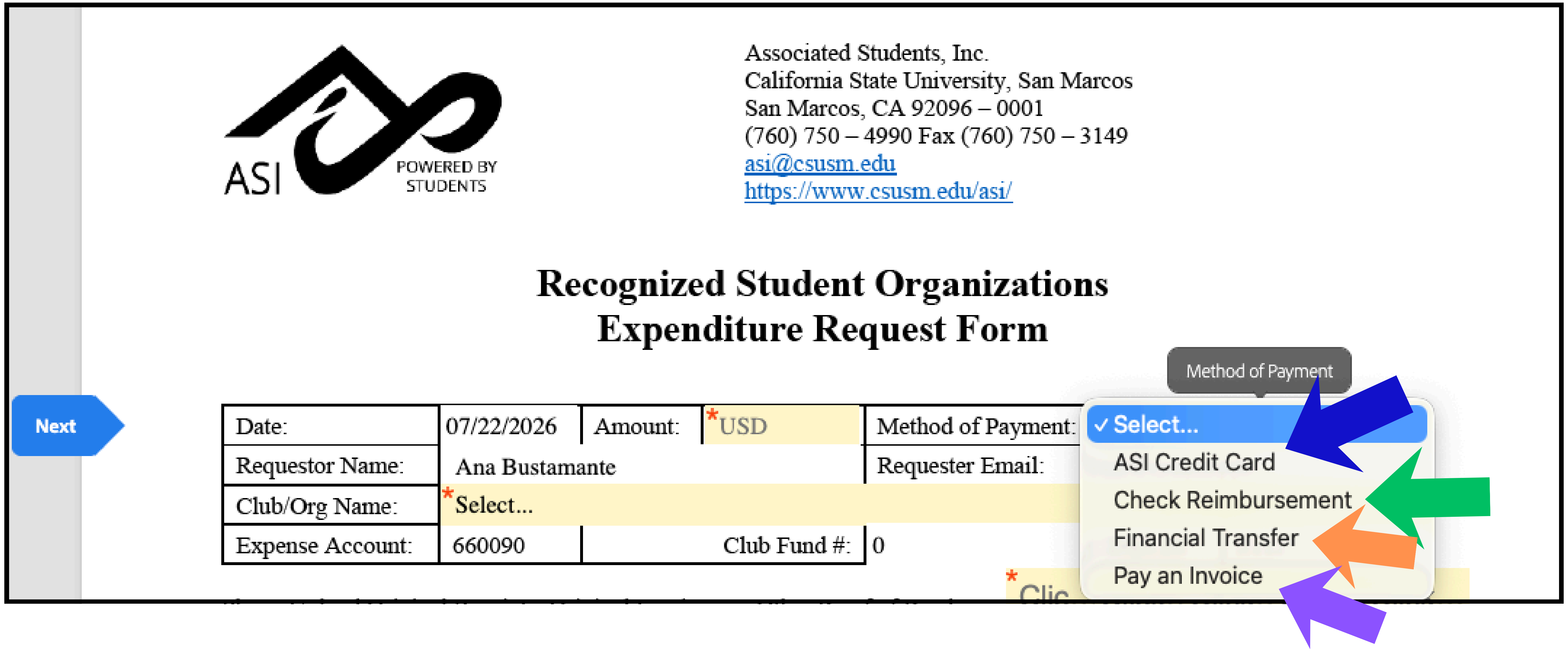
Workflow Selector
SA-Associated_Students_Inc(ASI)-Club_Organization_Fund_Expenditure_Request_Form
Select
Instructions
1. Please edit the [Name] manually in the 'Document Name' below.
2. Fill in the email for each signing role listed below.
3. Signers will receive an email inviting them to sign this document.
Requester (Required)
Enter Recipient's Email
Treasurer (Required)
Enter Recipient's Email
President (Required)
Enter Recipient's Email
Advisor (Required)
Enter Recipient's Email
Campus Recreation (Required for Sports Clubs)
Enter Recipient's Email
ASI Staff - CSUSM ASI
asi@csusm.edu

Step 4


Today
Esign ASI Service Account via A...
Information requested...
4:06 PM
Esign ASI Service Account reques...


Esign ASI Service Account requests your information on
SA-Associated_Students_Inc(ASI)-Club_Organization_Fund_Expenditure_Request_Form - [Name]
Review and fill out
After you fill SA-Associated_Students_Inc(ASI)-Club_Organization_Fund_Expenditure_Request_Form - [Name], the agreement will be sent to Claire Davidian, Claire Davidian, cdavidian@cusm.edu and asi@csusm.edu. Then, all parties will receive a final PDF copy.
As you prepare to sign this agreement, please note that the document asks for the following documents to be attached:
Attachment1
Attachment2
Attachment3
Attachment4
Attachment5

Step 5



invoices

can do “Pay an Invoice” or “ASI Credit Card” for invoices, depends on whether vendor accepts credit card

ASI Credit Card: want to make purchase of $100 or more

Check Reimbursement: already paid, want to be reimbursed

Pay an Invoice: vendor gave you invoice to pay

Financial Transfer: transfer funds to another student organization

Step 6

Please Upload Original Receipts, Original Invoices, or Other Proof of Purchase: *Clic… Click.. Click.. Click.. Click…

Is Check Recipient a CSUSM Student? *Select...

CSUSM Payee Data Form 204

ITR Approval (software, subscriptions)

ASI Credit Card: upload cart/invoice showing each item/pricing

Check Reimbursement: upload receipt (last 4, itemized, appropriate)

Pay an invoice: upload invoice

*Payee Data Form: only needed if vendor receiving payment is not registered with CSUSM or if person receiving payment is not CSUSM student

Step 7

Check Recipient Information:

Name:	*	Email:	*	Phone:	*
Address:	*				
City:	*	State:	* Select...	Zip Code:	*

Item(s) Purchased:	*
Reason for Purchase:	*

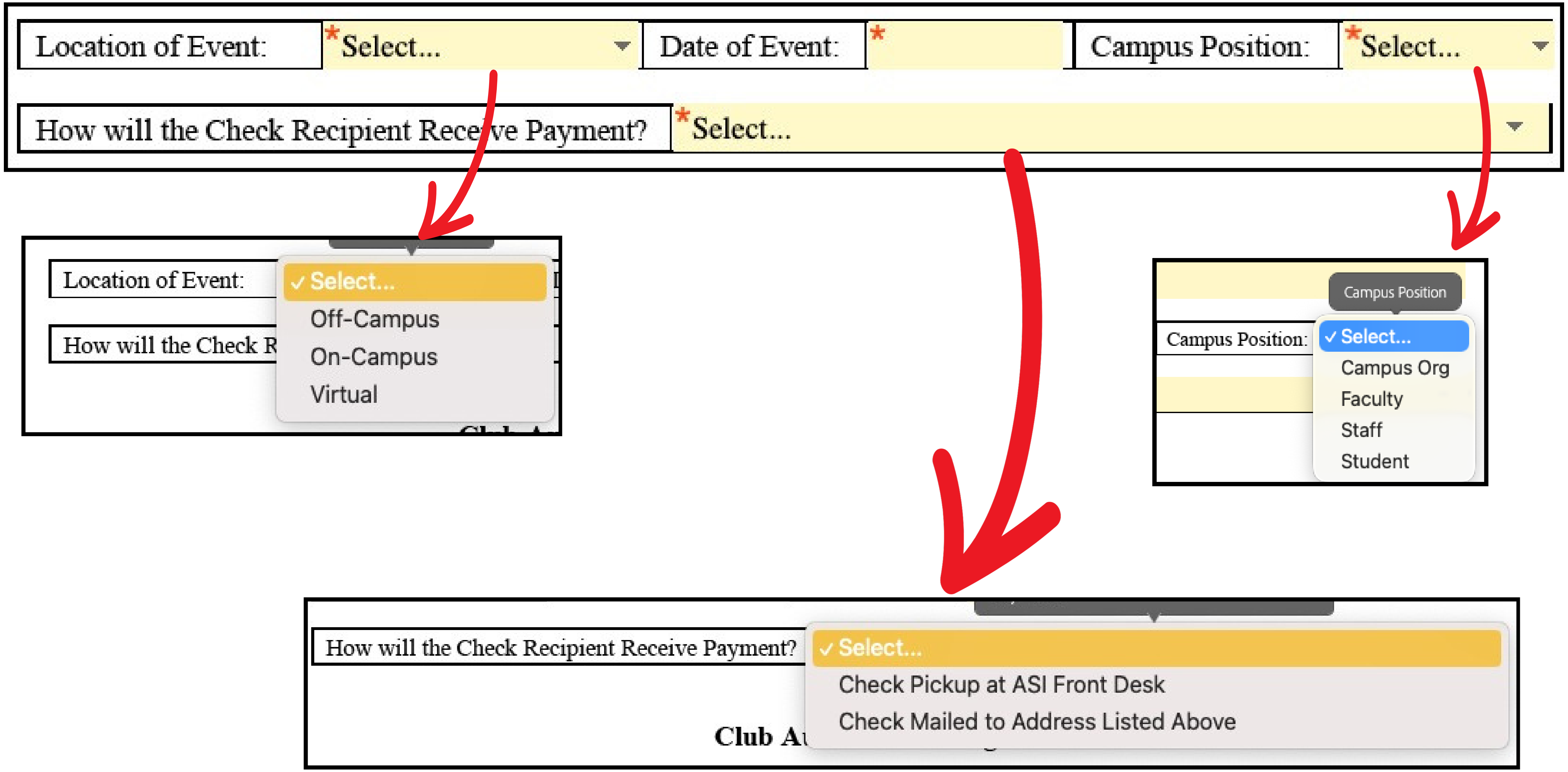
ASI Credit Card: leave check recipient information blank

Check Reimbursement: person wanting to be reimbursed

Pay an Invoice: vendor info from invoice

Financial Transfer: student org's information

Step 8


Location of Event:
*Select...
Date of Event:
*
Campus Position:
*Select...
How will the Check Recipient Receive Payment?
*Select...
Location of Event:
How will the Check R
✓ Select...
Off-Campus
On-Campus
Virtual
Campus Position
Campus Position:
✓ Select...
Campus Org
Faculty
Staff
Student
How will the Check Recipient Receive Payment?
✓ Select...
Check Pickup at ASI Front Desk
Check Mailed to Address Listed Above
Club Au

After ERF has been submitted

ASI Credit Card: I will sign, then reach out to set an appointment

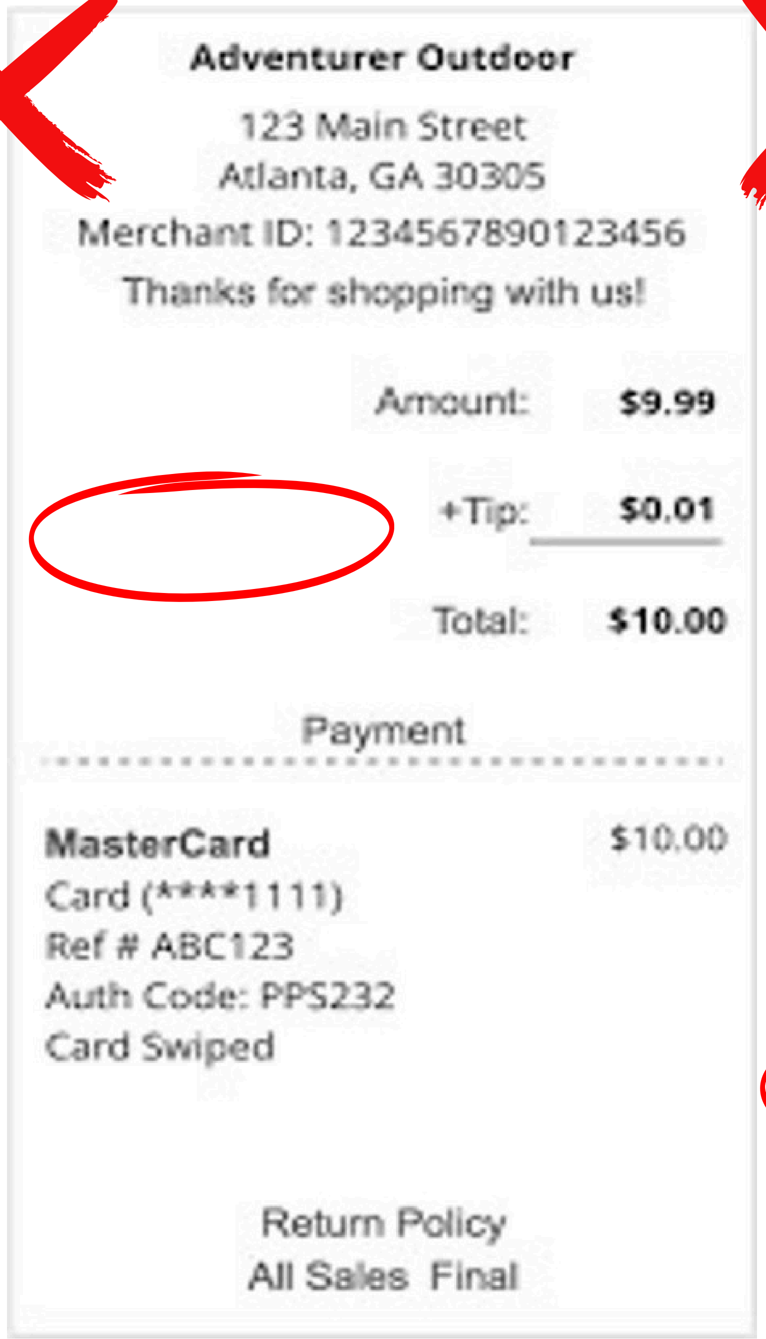
Check Reimbursement: I will sign, then you will get reimbursed in up to 20 business days.

Pay an Invoice: I will sign, then vendor will get reimbursed in up to 20 business days

Financial Transfer: I will sign, then the funds will get transferred in up to 20 business days

ERF FAQ's

- Are these fine for receipts? **No**



Adventurer Outdoor
123 Main Street
Atlanta, GA 30305
Merchant ID: 1234567890123456
Thanks for shopping with us!

Amount:	$9.99
+Tip:	$0.01
Total:	$10.00

Payment

MasterCard	$10.00

Card (****1111)
Ref # ABC123
Auth Code: PPS232
Card Swiped

Return Policy
All Sales Final

The Smoke Shop BBQ
1 Kendall Sq. Bldg 100
Cambridge MA 02139
617-577-7427

Server: Denny	/2016
Table 35/1	8:18 PM
Guests: 5	10031

Fountain Soda	3.50
Texas Style Brisket Plate	20.00
Corn Bread	
Burnt Ends Plate	20.00
Small Bacon Collards	
BBQ Chicken Thigh Plate	18.50
Side Buffalo Mashed	
Side Pit Beans	
The Wings Plate	18.50
Corn Bread	
Rib Plate	22.00
Side Pit Beans	
Subtotal	102.50
Tax	7.18
Total	109.68
Balance Due	109.68

Give the Gift of Smoke Shop!
Gift Cards Available!
Also Ask About Private Events and Catering

PARLOR ICE CREAM SHOP

721 Kirkwood Avenue
West Hollywood, CA

Host: H.PAUL	9/12/2018
ORDER: 52733	11:29 AM
	16845
XL Carm Sund	$9.99
M CDough Milk Shake	$5.99
SUBTOTAL:	$16.70
TAX:	$0.72
Dine in Total	$16.70
Mastercard#XXXXXXXX	$16.70
Authorize	
Balance Due	$16.70

JOING OUR ICE-CREAM OF THE WEEK CLU
B AND GET 10% OFF YOUR PURCHASE

ERF FAQ’s Continued

ASI CSUSM

- My receipt isn’t itemized. What do I do ?

You can fill out a Lack of Itemized Receipt Form and attach it to the ERF (found under about -corporate documents - forms - on ASI website)

Appendix III: Lack of Itemized Receipt Form

Name: ______________________ **Date:** ______________

Name of Vendor: ______________________ **Purchase Date:** ______________

Detailed Description of Items Purchased: ______________________

____

____

____

Total Purchase Amount: ______________

Did purchase include tax? ______________ (if NO, submit a Tax Accrual Form)

Did purchase include shipping/handling? ________

Reason for Missing Itemized Receipt: ______________________

____

____

By signing below, I verify that an original itemized receipt is not available and that I have taken all measures to obtain a duplicate receipt. I am not claiming reimbursement from any other source nor claiming this purchase as a tax deduction. The expenses incurred are for ASI business purposes, there are no personal expenses, and the information provided is true and accurate.

Cardholder Signature: ______________________ **Date:** ______________

Approving Official Signature: ______________________ **Date:** ______________

Credit Card Appointments

ASI CSUSM

- Choose a time on Bookings or Calendly invite I send you (in person or over Teams)
- If booking hotels/flights, I will have you send the roster and CC auth form if needed
- Before appointment make sure:
  - all items in cart
  - account is made if needed
  - you have link ready
- During appointment, make sure I get a copy of the receipt

20 min MAX

Credit Card Continued

- If booking hotels, send me receipt after you check out

Credit Card FAQ's

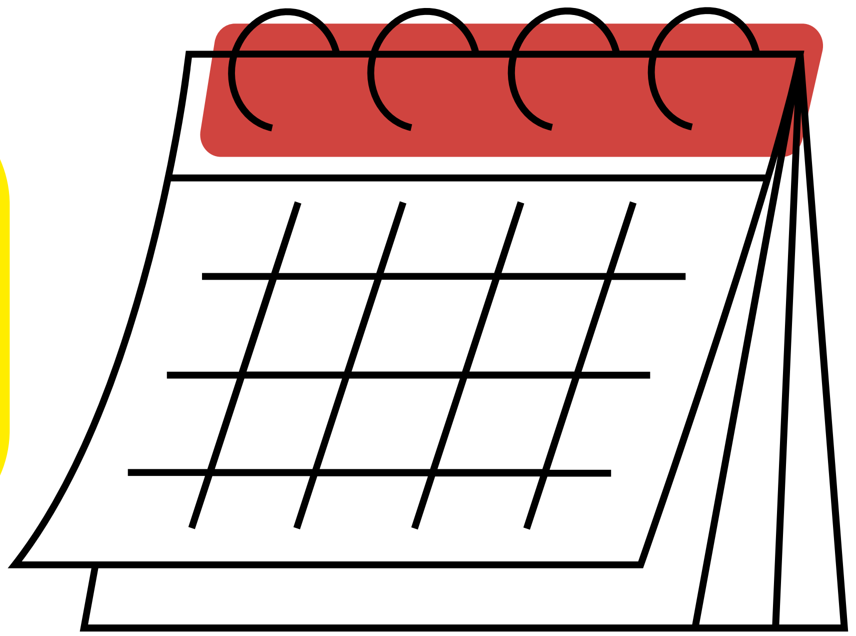
- Can you just read me the card info while I make the purchase on my personal device? **No**
- What do I put on the ERF if I want to use the ASI credit card? **select "ASI credit card" from the drop-down next to "method of payment"**
- Can I use the ASI credit card to pay a vendor invoice? **Yes, except for campus invoices**

***be aware of monthly credit card limit (first come first serve basis)

Announcements:

ERF deadline for semester:

December 12th



QUESTIONS?

M Y O F F I C E : U S U 3 7 0 0
E M A I L : A C B U S T A M A N T E @ C S U S M . E D U