CSUSM

Student Organization Account Services Guidebook

2020-2021

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Glossary of Commonly Used Acronyms:

ASI- Associated Student, Incorporated
ERF- Expenditure Request Form
OAF- Officer Agreement Form
SLIC- Student Leadership and Involvement Center Leadership and Involvement Center
ECS- Events and Conferences Services
USU- University Student Union
ALF - ASI Leadership Funding
SO – Student Organization
ICSUAM
EO – Executive Order

Introduction:

In accordance to California State University Executive Order ICSUAM 3141.01 , all student organizations fund accounts at CSUSM are provided through the Associated Students, Incorporated of CSUSM. This means we are here to help you manage your funds by depositing money, spending money, transferring funds, and paying off invoices. This can be done through several ways including the use of an ASI credit card, check, and petty cash. All of the following account functions are documented and approved through an Expenditure Request form. This form is completed by an student organization member, approved by the organizations Treasurer, President and Advisor. Any questions about managing your account can be answered at either the Student Organization Account Services page of the ASI website, or by directly contacting the Financial Services and Student Organization Account Coordinator.

The CSUSM Student Leadership and Involvement Center supports all student organizations to achieve recognition with the campus. There is no campus funding to student organizations for being recognized, however there are several funding opportunities available. A main source of funding for student organizations is through the collection of dues, donations, and fundraising.

Academic Advisors:

All individuals listed as your academic advisor must be a current member of CSUSM staff/faculty. This individual should not be the same as your assigned Student Leadership and Involvement Center advisor. This is to increase accountability and transparency and limit conflict of interest for the student organization, the advisor, and campus administration.

Contact information:

Please ensure that all contact information for your organization is up to date. In order to change this information, please email lellick@csusm.edu. This contact information is used by ASI to provide you with account updates and support.

What is a 501 (c)3 Organization:
Definition from IRS:

The most common types of 501(c)(3) organizations are charitable, educational and religious.

501(c)(3) Organizations at CSUSM:

Student Organizations that are considered 501 (c)(3) are recognized non-profit organizations. Each organization should take it upon themselves to obtain a 501(c)(3) status if they wish to do so.

It is the organizations responsibility to forward all information regarding their 501 (C)(3) to their assigned Student Leadership and Involvement Center advisor. From there, the SLIC advisor is responsible for confirming the accuracy of these statements and documenting the student organization status.

When the confirmation and documentation has taken place, the student organization will be notified of said confirmation via their student organization email listed on their Officer Agreement Form (OAF). This confirmation email will also be forwarded to ASI's Financial Services and Student Organization Account Coordinator to be kept in this SO account file.

After receiving this verification email, orgs are now able to use their already set off campus account and/or create an off-campus account themselves. Often, if you are a chapter of a non-profit an off-campus account will be created and provided to you. This process is entirely external to CSUSM. 501(c)(3) status orgs are still entirely responsible for maintaining the financial standing of their on-campus account. Check in with ASI's Financial Services and Student Organization Account Coordinator to ensure all campus invoices/payments are properly directed to the treasurer or your off campus account. Failure to do so will result in charges to your on-campus account, which can lead to an orgs recognition being suspended. Confirming the email on the OAF and ensuring the treasurer of the off-campus account has access to this email is imperative to your orgs success, be sure that proper contact is shared. ALL OFF CAMPUS ACCOUNTS WILL NOT BE MONITORED BY SLIC OR ASI, IT IS THE ORGS RESPONCIBILITY TO MONITOR THIS ACCOUNT ENTIRELY. All policies regarding on-campus accounts still apply to the orgs on campus account, and still must be monitored.

Campus Invoices for a 501(c)(3) organization

Despite having a 501(c)(3) status, campus invoices for student organizations will still be directed to ASI and the student organization unless the student organization specifically requests otherwise. Please speak to the USU and ECS for further details on their billing policies. You can pay these invoices by either:

- **Depositing money into your ASI fund account**
  This path requires orgs to deposit either cash or check with an attached deposit slip (see "How to deposit") to the cashier's office. From there, the org will follow the traditional way of paying

for this invoice, now from their ASI fund account. Please follow "How to pay off ECS and USU invoices" for further instructions.

- **Paying directly with your off-campus account**
  This path requires you to either send a check or cash to Cashiers Office with the corresponding invoice attached. It is the orgs responsibility to ensure the payment was received, please keep track of all receipts. Student orgs can also pay with a credit card, if one is available to them. In order to do this, the orgs must pay at one of the two following links:

  USU Invoices:
  https://www.csusm.edu/bfs/payonline.html

  ECS Invoices:
  https://www.csusm.edu/events/pay/index.html

  It is the orgs responsibility to ensure they use the correct link and notify the proper channels if the wrong link is used.

Adding money to your account:

There are several different sources of funding a student organization can have, including dues, donations, and fundraisers.

Dues:

It is the responsibility of each individual org to create documentation of their orgs dues, the collection of these funds, and the depositing of these funds. At any point in time, this documentation may be requested. For tips on how to follow proper cash handling/documentation procedures, please see SLIC handbook.

Donations:

All donations that are received without solicitation can be in the form of check, cash, or electronic payment. Electronic donations can be made at the University Advancements' website. For solicitation of donations, please see the SLIC Handbook. Any and all checks to a student organization should be made out to Associated Students, Inc. with the orgs name and fund number in the memo line.

If an individual would like to donate to your org and would like a tax claim, visit University Advancements for the most updated link/directions to do so.

Transfers:

If an on-campus entity would like to give money to your student org, it is the responsibility of that campus entity to file the proper paperwork to do so. For example, if the College of Business Administration would like to transfer money to your org, it is their responsibility to transfer these funds and ensure they arrive in a timely manner. As this process is entirely external to ASI, we are unable to provide assistance other than monitoring the account balance.

Fundraisers:

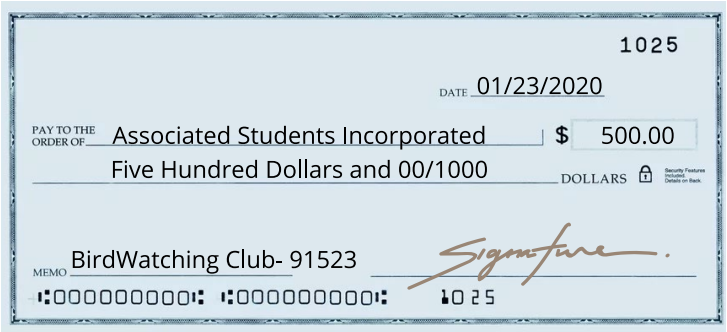
If an org would like to fundraise, there are several avenues to do so including CSUSM fundraising weeks, collaborations with vendors, and fundraising events. For all information about fundraising weeks, please visit the SLIC handbook. Any and all collaborations with outside vendors are the responsibility of the student organization to plan, execute, and ensure payments of. Any and all agreements are strongly encouraged to be finalized in writing, with this being sent to both the orgs SLIC coordinator as well as the Financial Services and Student Organization Account Coordinator.

Vendors may need a tax ID number; as all student org accounts are housed in ASI, this number is attached to ASI. Contact the Financial Services and Student Organization Account Coordinator with contact information of the vendor. Before any information is shared with the vendor, there must be sufficient proof of a fundraising event and purpose for the tax ID number.

After the fundraising event, if a check is to be sent to your org, please direct this to your student org mailbox in SLIC. Ensure the check is made to Associated Students Incorporated with your orgs name and fund number in the memo. As both SLIC and ASI are housed in the USU, these checks sometimes end up at the ASI office. If this happens, the student org will be notified to pick up their check. Only the President, Treasurer, Academic Advisor, or SLIC Advisor listed on the orgs OAF will have the ability to pick up this check. Please bring a valid form of ID. As these checks are to be deposited at the Cashiers Office also on campus, these checks will not be mailed out under any circumstances.

Checks:

Any checks to a student organization should be made out to Associated Students Incorporated, with your orgs names and fund number in the memo line. Please see the reference below. Any questions can be directed to the Student Organization and Project Specialist.



Cash:

Any and all cash a student organization raises needs to adhere to proper cash handling procedures with adequate documentation. In addition to this documentation, deposit forms should be kept to record these sources of funding.

Deposits:

To put a check or cash directly into a student org account you will need a filled-out deposit slip and the funds. Both are taken to Cashiers office in Craven and your orgs account balance should reflect the new

balance by the following week. A blank deposit form can be found on the ASI Student Organization Account Services page. If you would like one that is pre-filled with your orgs account information, reach out to ASI. Please see image for exact location of blank deposit form

ASI is responsible for the accounting side of your student organization account. We can help you make deposits, spend money, and invoice properly. If you need to request a reimbursement, please complete the **Expenditure Request Form**. If you need to make a deposit, refer to your personalized deposit form, or download the blank copy below and take your deposit up to Cashier's in Cougar Central (Craven 3800). For more information, please refer to ICSUAM 3141.01 Administration of Student Organization Funds.

IMPORTANT NOTICE

CSUSM is in the process of migrating from one software tool (DocuSign) for obtaining electronic signatures to Adobe Sign. During this migration, the campus Information Technology department is working closely with Adobe to ensure that all campus and ASI forms function correctly. If there are any technical difficulties using Adobe Sign, email esign@csusm.edu and algarcia@csusm.edu for help.

The last day to turn in a hard-copy ERF will be Monday, February 17th at 6:00pm

Information

- Student Organization Balances
- Student Org Account Policy
- Account Services Presentation

Forms

- Expenditure Request Form
- Payee Data Form
- Deposit Form

All deposit slips should look as follows:

ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE UNIVERSITY SAN MARCOS

STUDENT ORGANIZATION DEPOSIT FORM

STUDENT ORGANIZATION NAME	DETAIL CODE	ACCT	FUND	DEPT
World Insight CSUSM	WORI	504800	91278	2112

DEPOSIT DESCRIPTION (donation, fundraiser, membership dues, etc.)	SOURCE OF FUNDS (name, company, event, etc.)	CASH	COIN	CHECKS	CHECK #	TOTAL
pizza fundraiser	fundraising week	$ 65.00	$ 5.00			$ 70.00
pizza fundraiser	fundraising week			$ 10.00	1234	$ 10.00
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	SUBTOTAL	$ 65.00	$ 5.00	$ 10.00	DEPOSIT TOTAL	$ 80.00

SALES TRACKING

Item/Description	Price	Quantity Sold	Total
cheese pizza	$ 2.00	10	$ 20.00
pepperoni pizza	$ 2.00	10	$ 20.00
veggie pizza	$ 2.00	10	$ 20.00
supreme pizza	$ 2.00	10	$ 20.00
			$ -
			$ -
			$ -

AUTHORIZATION

Collected by:	Club Member 1	Club Member 1	Email:	student1email@cougars.csusm.edu
	Print Name	Signature	Phone #:	123-456-7890
Verified by:	Club Member 2	Club Member 2	Email:	student2email@cougars.csusm.edu
	Print Name	Signature	Phone #:	987-654-3210

Name, detail code, and fund number are all unique to each org

Itemization of form of payment used

TWO verification signatures

Checking a student org account balance:

Weekly account balances are posted on the Student Org and Account Services page. To protect the privacy of each organization, only the fund number and balance are posted. For a more detailed breakdown of your accounts expenses and deposits reach out to the Financial Services and Student Organization Account Coordinator. If you suspect an error in your balance, immediately reach out and notify them. The update account balance can be found at the purple arrow below:

How to use your money:

Student Organizations have the ability to use their funds for a wide variety of purchases. To see the limitations of student organization purchases, please see the SLIC handbook. All purchases from a student org are documented through expenditure request forms (ERFs). This form documents the expenses of a student org and operates on a reimbursement basis. Meaning for nearly all purchases, a student org must pay out-of-pocket and fill out the ERF to be reimbursed for the expense. There are only a few circumstances that org purchases do not happen on a reimbursement basis, including direct payment to a vendor or purchases over $100. All exceptions are detailed below.

These forms are on the platform Adobe Sign, and each CSUSM student is allotted a free account. This link to this form is found on the ASI Student Organization Account Services page found here:

ASI is responsible for the accounting side of your student organization account. We can help you make deposits, spend money, and invoice properly. If you need to request a reimbursement, please complete the **Expenditure Request Form**. If you need to make a deposit, refer to your personalized deposit form, or download the blank copy below and take your deposit up to Cashier's in Cougar Central (Craven 3800). For more information, please refer to ICSUAM 3141.01 Administration of Student Organization Funds.

IMPORTANT NOTICE

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The last day to turn in a hard-copy ERF will be Monday, February 17th at 6:00pm

Information

- Student Organization Balances
- Student Org Account Policy
- Account Services Presentation

Forms

- Expenditure Request Form
- Payee Data Form
- Deposit Form

All ERF forms must have several pieces included to be approved and processed:

- Sufficient funds in the student orgs account
- Back up documentation showing proof of purchase, payment method, identifying vendor details, and exact items purchased
- Signatures from all signing officers
- Accurate contact information for the check recipient including email and mailing address

If all items are present, an ERF can be expected to be processed two weeks after the ERF is received. Any information not provided will cause a delay in the processing of a request.

Required Materials:

In addition to an ERF, the follow materials are required to be reimbursed for a payment made on behalf of your org.

Payee Data Form/Student Information:

Additional information that may be required is a payee data form. This tracks and verifies the vendors used by student orgs. This form can also be found on the ASI website, see the red arrow above. All vendors that are not currently in the school's system must fill out this form. The form must be turned in to the Financial Services and Student Organization Account Coordinator, after which it will be sent to be entered. Please allow an additional 3-4 business days for this to be entered.

There is a similar process that happens for CSUSM students not in the schools accounting system, however this process does not require an additional form. This is a process that verifies the student and adds their name and address to have the check sent to them. This process happens not only when a student is being added to the system, but when there is an address update as well.
Once the requirements are complete, an org is able to have a request approved and processed.

Back Up documentation

An ERF is the documentation of a purchase, why it was purchased, and who was the purchaser. All ERFs should be filled out with as much detail as possible. This includes adequate back up documentation which is a receipt showing proof of purchase, payment method, identifying vendor details, and exact items purchased.
The following are NOT acceptable backup documentation:

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

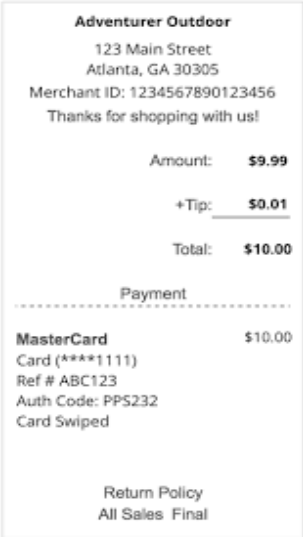
Subtotal 102.50
Tax 7.18

Total 109.68

Balance Due 109.68

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

This Receipt says "balance due" indicating that payment is required and not completed. As a result, an ERF would NOT be approved.



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

This Receipt does not include a detailed itemization and only says "Amount $9.99" as a result, an ERF would NOT be approved.

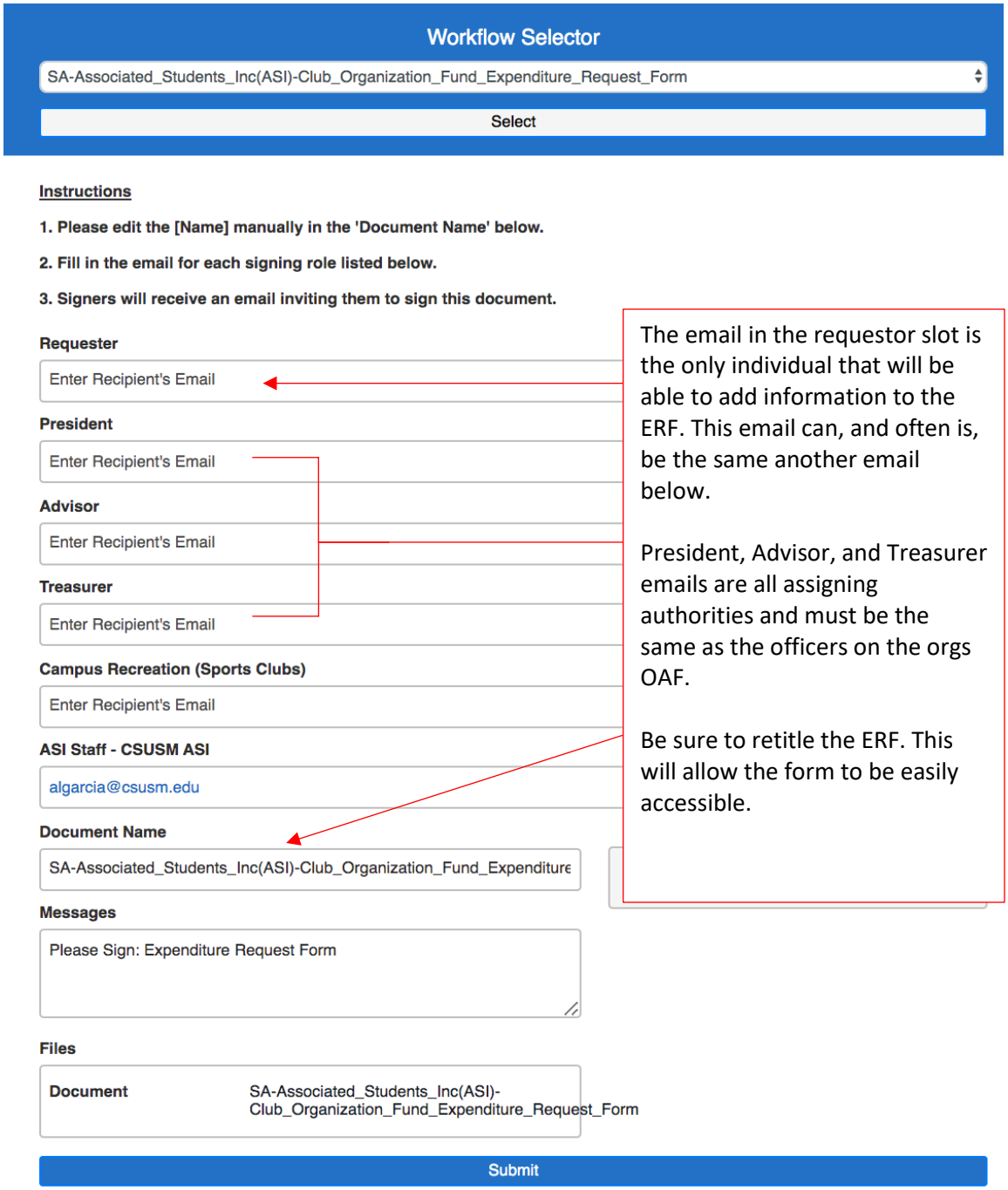
The following ARE acceptable back up documentation:

This Receipt does include business information, itemization, prices, tax, and payment method. This IS appropriate back up documentation.

This Receipt does include business information, itemization, prices, tax, and payment method. This IS appropriate back up documentation.

Filling out an Expenditure Request Form:

There are several elements to filling out the Expenditure Request Form explained above. This portion explain the Adobe Sign process, filling out of the actual form, and back up documentation needed. Currently the ERF form is on a platform called Adobe Sign and as mentioned above can be found on the Student Org Account Services page. You will be prompted to fill out an initial page letting Adobe Sign know who to send the form to. It will look as follows:



The email in the requestor slot is the only individual that will be able to add information to the ERF. This email can, and often is, be the same another email below.

President, Advisor, and Treasurer emails are all assigning authorities and must be the same as the officers on the orgs OAF.

Be sure to retitle the ERF. This will allow the form to be easily accessible.

Reimbursing an org member:

When filling out an ERF to reimburse an org member, it should look as follows:

This is the email that will be contacted if there are any questions about the ERF

Associated Students, Inc.
California State University, San Marcos
San Marcos, CA 92096 – 0001
(760) 750 – 4990 Fax (760) 750 - 3149

CAMPUS SPONSORED STUDENT ORGANIZATIONS

Expenditure Request Form

DATE: _____ REQUESTER NAME: _____ REQUESTER EMAIL: _____

CLUB/ORG NAME: _____

EXPENSE ACCOUNT # 660090 Club Fund # _____ Dept ID 2112

PLEASE UPLOAD ORIGINAL RECEIPTS, ORIGINAL INVOICES, OR OTHER PROOF OF PURCHASE:

This is the student that made the purchase and needs to be reimbursed

This is the address the check will be mailed to if requested or not pick up at the ASI office.

Email that will be notified when the check is ready for pick up or mailed.

CHECK RECIPIENT INFORMATION:

RECIPIENT NAME: _____ RECIPIENT PHONE: _____

ADDRESS: _____ STATE: _____

CITY: _____ ZIP CODE: _____

EMAIL: _____ AMOUNT: $ _____

ITEMS PURCHASED: _____

REASON FOR PURCHASE: g Gathering

LOCATION OF EVENT: San Marcos DATE OF EVENT: 02/24/2020

CAMPUS POSITION: Student

HOW WILL THE CHECK RECIPIENT RECEIVE PAYMENT?: Pick up check at ASI office

CLUB AUTHORIZATION SIGNATURES

CLUB PRESIDENT: IS Signature DATE SIGNED: _____

CLUB ADVISOR: Signature DATE SIGNED: _____

CLUB TREASURER: _____ DATE SIGNED: _____

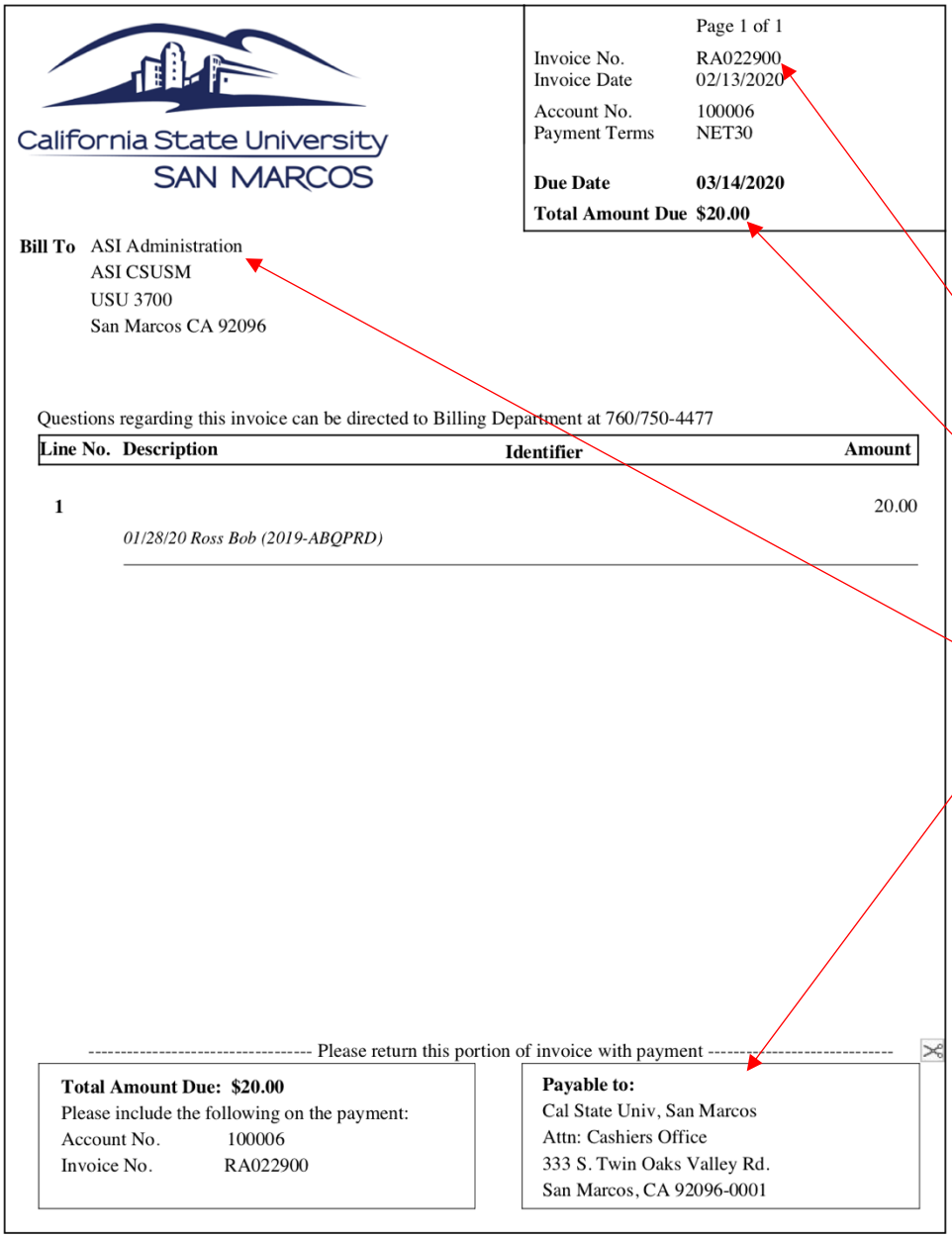
ASI STAFF: _____ DATE SIGNED: _____

CAMPUS RECREATION

Date Paid: _____ Total Amount: _____ Campus Rec Staff: _____

Paying an invoice with an ERF:

Once you have planned an event with either ESC or USU, your org will receive an invoice. The invoice look as follows:



California State University
SAN MARCOS

Page 1 of 1

Invoice No. RA022900
Invoice Date 02/13/2020
Account No. 100006
Payment Terms NET30

Due Date 03/14/2020
Total Amount Due $20.00

Bill To ASI Administration
ASI CSUSM
USU 3700
San Marcos CA 92096

Questions regarding this invoice can be directed to Billing Department at 760/750-4477

Line No.	Description	Identifier	Amount
1	*01/28/20 Ross Bob (2019-ABQPRD)*		20.00

---------- Please return this portion of invoice with payment ----------

Total Amount Due: $20.00
Please include the following on the payment:
Account No. 100006
Invoice No. RA022900

Payable to:
Cal State Univ, San Marcos
Attn: Cashiers Office
333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096-0001

Please note the following areas:

Invoice number- include this in the title of your ERF

Total amount due- ensure this is the same amount discussed between you and your even coordinator

The org being charged- ensure this is YOUR org Account

Remit address- this is what you enter for the "recipient" information on the ERF

Both the org and the Financial Services and Student Organization Account Coordinator receive the invoice, if you do not, please reach out to your planner immediately. When you receive this, look over the descriptions on the charges and ensure they are accurate. This invoice is the back up documentation for your ERF.

After, fill out an ERF that looks like this:

Associated Students, Inc.
California State University, San Marcos
San Marcos, CA 92096 – 0001
(760) 750 – 4990 Fax (760) 750 - 3149

CAMPUS SPONSORED STUDENT ORGANIZATIONS

Expenditure Request Form

DATE: 02/23/2020 REQUESTER NAME: Janet Smith REQUESTER EMAIL: smith123@cougars.csusm.edu
CLUB/ORG NAME: BirdWatching Club- 91523
EXPENSE ACCOUNT # 660090 Club Fund # 91523 Dept ID 2112
PLEASE UPLOAD ORIGINAL RECEIPTS, ORIGINAL INVOICES, OR OTHER PROOF OF PURCHASE:

CHECK RECIPIENT INFORMATION:

RECIPIENT NAME: CSU San Marcos ATTN: Cashiers RECIPIENT PHONE: 760-750-4000
ADDRESS: 333 South Twin Oaks Valley Road STATE: CA
CITY: San Marcos ZIP CODE: 92096
EMAIL: asi@csusm.edu AMOUNT: $ $20.00
ITEMS PURCHASED: RA022900 Tabel, chairs, labor
REASON FOR PURCHASE: 73rd Annual Bird Watching Gathering
LOCATION OF EVENT: San Marcos DATE OF EVENT: 02/24/2020
CAMPUS POSITION: Student
HOW WILL THE CHECK RECIPIENT RECEIVE PAYMENT?: Pick up check at ASI office

CLUB AUTHORIZATION SIGNATURES

CLUB PRESIDENT: Tasha Williams Signature DATE SIGNED: 02/23/2020
CLUB ADVISOR: Amy Knope Signature DATE SIGNED: 02/25/2020
CLUB TREASURER: Janet Smith Signature DATE SIGNED: 02/26/2020
ASI STAFF: _____ DATE SIGNED: _____

CAMPUS RECREATION

Date Paid: _____ Total Amount: _____ Campus Rec Staff: _____

Recipient is the schools information as the invoice is from the school.

Invoice number listed on the ERF

The attachment for this ERF would be the invoice, and given sufficient funds in the orgs account, this ERF would be approved.

Paying a vendor with an ERF:

As mentioned, a student organization can use an ERF to have a vendor paid directly. These purchases must be over $100 and there must be an invoice documenting what the check is paying. This invoice is held to the same standards as back up documentation, but instead of payment method, the invoice must have an invoice number.

In this instance, the ERF would be filled out similarly to the “reimbursing an org member” example. The recipient would instead be the company as we are paying them directly rather than reimbursing an org member.

All checks made out to a company will automatically be mailed out to the remit address on the invoice. The requestor email on the ERF will be notified that the check was mailed.

Using the ASI Credit Card:

Student Organizations are able to use the ASI credit card for purchases more than $100. As there is a monthly limit on this card, its funds are available on a first-come, first-served basis. Those orgs that want to use the credit card need to fill out an ERF. List the recipient as Associated Students Incorporated- Credit Card. The Financial Services and Student Organization Account Coordinator will reach out to the email in the "requestor" portion to set up a time to make the purchase. All purchases must happen in the ASI office and on ASI computers/phones.

Any and all receipts given after the purchase must immediately be sent to the Financial Services and Student Organization Account Coordinator. Failure to do so will result in no longer being able to use the ASI credit card or ERF process until receipts are received.

The ERF requesting to use the ASI credit card must look like this:

Associated Students, Inc.
California State University, San Marcos
San Marcos, CA 92096 – 0001
(760) 750 – 4990 Fax (760) 750 - 3149

CAMPUS SPONSORED STUDENT ORGANIZATIONS

Expenditure Request Form

DATE: 02/23/2020 REQUESTER NAME: Janet Smith REQUESTER EMAIL: smith123@cougars.csusm.edu
CLUB/ORG NAME: BirdWatching Club- 91523
EXPENSE ACCOUNT # 660090 Club Fund # 91523 Dept ID 2112
PLEASE UPLOAD ORIGINAL RECEIPTS, ORIGINAL INVOICES, OR OTHER PROOF OF PURCHASE:

CHECK RECIPIENT INFORMATION:

RECIPIENT NAME: Associated Students Inc. Credit Card RECIPIENT PHONE: 760-750-6002
ADDRESS: 333 South Twin Oaks Valley Road STATE: CA
CITY: San Marcos ZIP CODE: 92096
EMAIL: agarcia@csusm.edu AMOUNT: $ $230.62
ITEMS PURCHASED: Invoice 63742892 stickers of club logo
REASON FOR PURCHASE: Club Marketing
LOCATION OF EVENT: San Marcos DATE OF EVENT: 02/24/2020
CAMPUS POSITION: Student
HOW WILL THE CHECK RECIPIENT RECEIVE PAYMENT?: Pick up check at ASI office

CLUB AUTHORIZATION SIGNATURES

CLUB PRESIDENT: Tasha Williams Signature DATE SIGNED: 02/23/2020

CLUB ADVISOR: Amy Knope Signature DATE SIGNED: 02/25/2020

CLUB TREASURER: Janet Smith Signature DATE SIGNED: 02/26/2020

ASI STAFF: _____ DATE SIGNED: _____

CAMPUS RECREATION

Date Paid: _____ Total Amount: _____ Campus Rec Staff: _____

Clarify the request is to use the ASI credit card

Contact information if that of the Student Org and Project Specialist.

Invoice number is in the "items purchased" line

Petty Cash for ERFs under $50:

To expedite the process of students received reimbursements, any ERF totaling less than $50 will be reimbursed using petty cash. This will not be mailed to students under any circumstances. Petty Cash must be picked up by appointment only, the Financial Services and Student Organization Account Coordinator will reach out to set up a time. Valid ID must be shown at time of pick up.

Transfers:

Student orgs can transfer funds from their account to other student orgs accounts. To do so, an ERF must be submitted that lists the recipient as the org that will receive the funds. Transfers are done within campus and a check would not be cut. Back up documentation must include either an invoice, meaning your org is being charged from another org, or a letter explaining the transfer.

Scholarship awards:

Any org that wishes to use their fund to award a scholarship to an org member must go through Financial Aid to do so. This process is external to ASI and it is the orgs responsibility to ensure the approval of the award. These awards would not be dispersed through ASI but Financial Aid. Any request given to ASI for a scholarship award will be denied.

Account Management:

All student organizations are responsible for monitoring the funds in their account. This includes ensuring there are sufficient funds to pay off any outstanding invoices or changes. It is highly encouraged that orgs keep a shadow budget of projected expenses and revenue.

Drill Downs:

At any point an officer from your org may request a drill down. These forms detail the revenue and expenses of your org. Please reach out to the Financial Services and Student Organization Account Coordinator for this information.

Student Organization Email:

The email listed on a student orgs OAF will be the primary contact for that organization. The secondary contacts will be those of the officers. There is consistent communication that may happen between the campus and the organization, it is essential to a functioning org that this email be checked consistently. Any contact updates should be sent to SLIC.

Failure to pay an invoice:

The email on the organizations OAF will be used to notify an org of outstanding campus invoices. If the invoice(s) are unpaid at the end of each academic semester, SLIC and ASI have the combined authority to withdrawal these funds from your account directly. An ERF will be created by ASI and the orgs

corresponding SLIC coordinator has signing authority for all officers. These invoices will be paid off without notice to the org, and the account balance will be reflected in the following weeks update.

Any org with outstanding invoices to the campus will NOT be allowed to use any form of their account including the ASI credit card, transfers, or ERFs until these invoices are paid off.

Orgs that do not have enough funds in their account to pay for these invoices, refer to “Insufficient Funds” portion of handbook.

Insufficient Funds:

An organization will not be allowed to have a negative account balance. Any org with expenses that were not approved and fall below a $0 account balance will be contacted. Orgs is this position must IMMEDIATELY attempt to raise those funds. Failure to obtain those funds may result in the organization losing their recognition at CSUSM for the following academic year and until the balance has a positive status.