Student Organization Account Services

ASI 22-23 Academic Year



Introduction

ASI Student Organization & Project Specialist



760.750.4990

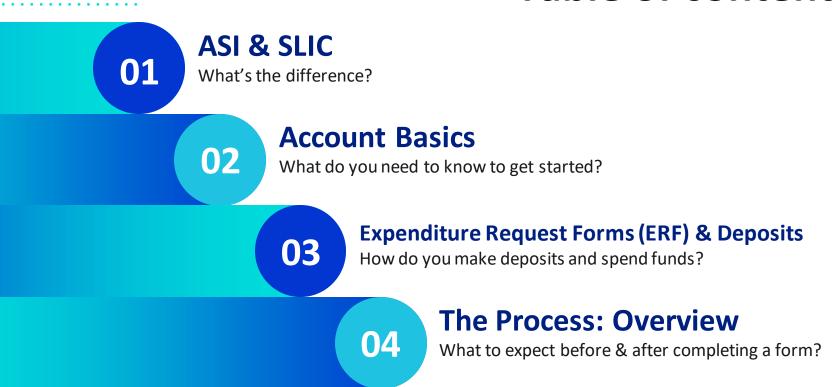


USU 3700 M – Fr. 9am-5pm By Appt.



asi@csusm.edu

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01 ASI & SLIC



Associated Students, Inc. (ASI) is responsible for the *accounting* side of your student organization account. We can help you make deposits, spend money, and learn how to invoice properly.



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 02 Basics

Your Account

Your Student Org Account...

- Has a unique 5-digit code called a "Fund Code" (91___)
- Runs on a REIMBURSEMENT BASIS

Meaning, *your student org account pays you back* from its funds. Therefore, it takes time for your student org account to reflect all purchases/reimbursements/deposits, etc.

Should never fall below \$0
 As such, you should be keeping a shadow budget

ASI Keeps Track Of...

- Your weekly account balance
 Available every Thursday on the ASI website
- A detailed "drill-down" of your account
 Available by request when inquiring about a specific charge, etc.



ERFs & 03 Deposits



Making A Deposit

All deposits require a completed Deposit Form. This form can be completed one of two ways and is always available on the ASI "Student Organization Account Services" website.

Paper Deposit Form:

Must be printed from the ASI website. Use only for wet signatures. Upon completion, take to CSUSM Cashier's Office along with the funds/checks you are depositing.

Online Deposit Form:

Filled via AdobeSign. Use only for electronic signatures. This form must be sent to SFS@csusm.edu. Upon completion, take the funds/cash you depositing to CSUSM

Cashier's.

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 Craven 3800.



Expenditure Request Form



Paying A Vendor

Invoice

- Must have invoice number
- Must be over \$100.00
- Payee Data Form*
- A check will be made out and sent to the vendor directly.



Reimbursement

Receipt

- Must be itemized
- Must indicate status as paid
- All totals must match
- A check will be made out to the individual who made the original purchase.
- May require additional forms
 - Gift Card/Prize Form
 - ITR Form
 - Payee Data Form



ASI Credit Card

Invoice

- Must have invoice number
- Minimum purchase of \$100
- Must have appointment

Back-Up Documentation: Receipt(s)



Receipt A:

Lists items purchased & their costs

Includes name of business & date

Total includes tax

Indicates the items as paid by listing last 4-digits of card used.

The Smoke Shop BBQ 1 Kendall Sq. Bldg 10 Cambridge MA 02139 617-577-7427	00
Server: Denny Table 35/1 Guests: 5	/2016 8:18 PM 10031
Fountain Soda Texas Style Brisket Plate Corn Bread	3.50 20.00
Burnt Ends Plate	20.00
Small Bacon Collards BBQ Chicken Thigh Plate Side Buffalo Mashed Side Pit Beans	18.50
The Wings Plate Corn Bread	18.50
Rib Plate Side Pit Beans	22.00
Subtotal Tax	102.50 7.18
Total	109.68
Balance Due	109.68
Give the Gift of Smoke S Gift Cards Available Also Ask About Private Events a	!

Receipt B:

Lists items purchased & their costs

Includes name of business & date

Total includes tax

Does **NOT** indicate that a payment was made; lists status as "Balance Due"

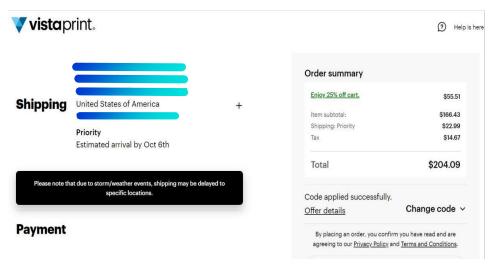
This would not be accepted by ASI or AP.

Back-Up Documentation: Invoice(s)

Invoice A:



Invoice B:



Process & Timelines

General Process



Purchase

Don't forget a receipt!

Gather Documents

Receipts, payee data form(s), contact information of the check recipient(s)



Submit an ERF

Head to the ASI website

ERF Timeline

The beginning of every ERF process

WorkFlow Submitted

ASI staff will check for adequate funds, proper back-up documentation, etc.

Approved by ASI

ASI will email you when your check is available (typically 1 week after the ERF is sent to AP)

Check Ready For Pick Up











ERF Filled & Signed

Filled by form requester & signed by all org Officers (Treasurer, President, Advisor)

ERF sent to Accounts Payable

ASI staff sends ERFs to AP on a weekly basis. AP then goes through their check-list to cut a check for the ERF.

ASI Credit Card:



Submit ERF

Via SOAS <u>website</u>; select "ASI Credit Card" – make sure you have proper invoice(s) & funds

ASI Approval

ASI staff will approve the purchase and reach out via email



Schedule Appointment

Select a time-slot to meet & make the purchase with the ASI representative

Make the Purchase

Please have all links and/or items in cart ready to purchase!



Thanks!

Do you have any questions?

asi@csusm.edu 760.750.4990 www.csusm.edu/asi

