



CSUSM Student Organization Account Services Guidebook 2021-2022

Prepared by Associated Students, Inc.
USU 3700

asi@csusm.edu

<https://www.csusm.edu/asi/>

Table of Contents

GLOSSARY OF COMMONLY USED ACRONYMS:	1
INTRODUCTION:	1
ACADEMIC ADVISORS:	1
CONTACT INFORMATION:	2
WHAT IS A 501 (C)3 ORGANIZATION: DEFINITION FROM IRS:	2
501(c)(3) ORGANIZATIONS AT CSUSM:	2
Campus Invoices for a 501(c)(3) organization.....	3
ADDING MONEY TO YOUR ACCOUNT:	3
DUES:	3
DONATIONS:.....	4
TRANSFERS:.....	4
FUNDRAISERS:.....	4
Tax ID	4
CHECKS:	5
CASH:.....	5
DEPOSITS:.....	5
CHECKING A STUDENT ORG ACCOUNT BALANCE:	8
HOW TO USE YOUR MONEY:	9
REQUIRED MATERIALS:	10
Payee Data Form/Student Information:	10
Back Up documentation.....	10
Information Technology Review (ITR):.....	12
Gift Cards:	12
FILLING OUT AN EXPENDITURE REQUEST FORM:	12
Reimbursing an org member:	14
Paying an invoice with an ERF:.....	15
Paying a vendor with an ERF:.....	16
Using the ASI Credit Card:	17
Petty Cash for ERFs under \$50:	18
TRANSFERS:.....	19
SCHOLARSHIP AWARDS:	19
ACCOUNT MANAGEMENT:	19
DRILL DOWNS:.....	19
STUDENT ORGANIZATION EMAIL:.....	19
FAILURE TO PAY AN INVOICE:.....	19
INSUFFICIENT FUNDS:	20
INACTIVE STUDENT ORGANIZATION ACCOUNTS:	20

Glossary of Commonly Used Acronyms:

Associated Students, Inc. Acronyms:

ASI- Associated Students, Incorporated

ERF- Expenditure Request Form

ALF - ASI Leadership Funding

California State University San Marcos Acronyms:

SLIC- Student Leadership and Involvement Center Leadership and Involvement Center

OAF- Officer Agreement Form

ECS- Events and Conferences Services

USU- University Student Union

SO – Student Organization

The California State University Acronyms:

ICSUAM -

EO – Executive Order

Introduction:

In accordance to California State University ICSUAM 3141.01 , all student organizations fund accounts at CSUSM are administered through the Associated Students, Incorporated of CSUSM. This means ASI is here to help you manage your funds with supporting you on 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 and/or Deposit Form. These forms are completed by a student organization member, approved by the recognized and documented student organization 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 in ASI.

The CSUSM Student Leadership and Involvement Center (SLIC) supports all student organizations to achieve student organization recognition with the campus. There is no immediate campus funding available 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.

Viewpoint Neutrality Statement:

While any SO is not required to adhere to ASIs Viewpoint Neutrality Policies, any recognized SO

Student Organization Advisors:

All individuals listed as your student organization 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. All Advisors are required

to fill out a CSUSM Student Organization Officer & Advisor Agreement form before they are able to sign off on any official organization document.

Contact information:

Please ensure that all contact information for your student organization is up to date. In order to change this information, please email slic@csusm.edu. This contact information is used by ASI to provide you with account updates and support. Check your student organizations' Presence portal continuously to make sure your contact information is as up to date as possible.

What is a 501 (c)3 Organization (Definition from Internal Revenue Services (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 CSUSM Student Organization Officer & Advisor Agreement Form. 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, the SO are now able to use their off campus bank account and/or create an off-campus bank account themselves. Often, if you are a chapter of a non-profit an off-campus bank account will be created and provided to you. This process is entirely external to CSUSM and ASI will not be able to provide guidance on this process.

501(c)(3) status orgs are still responsible for maintaining the financial standing of their on-campus fund 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 bank account. Failure to do so will result in charges to your on-campus fund account, which can lead to an SO recognition being suspended. Confirming the email on the CSUSM Student Organization Officer & Advisor Agreement Form and ensuring the treasurer of the off-campus bank account has access to this email is imperative to your orgs success, be sure that proper contact is shared. **All off campus bank accounts will not be monitored by ASI, it is the SO responsibility to monitor this account entirely.** All

policies regarding on-campus fund accounts still apply to the SO on-campus fund 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 on-campus fund account**

This path requires SO to deposit either cash or check with an attached deposit slip (see “How to deposit”) to the CSUSM cashier’s office. From there, the SO will follow the traditional way of paying for this invoice, now from their on-campus fund account. Please follow “How to pay off ECS and USU invoices” for further instructions.

- **Paying directly with your off-campus bank account**

This path requires you to either send a check or cash to CSUSM Cashiers Office with the corresponding invoice attached. It is the SO responsibility to ensure the payment was received, please keep track of all receipts. SO 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 SO responsibility to ensure they use the correct link and notify the proper channels if the wrong link is used.

Adding money to your on-campus fund account:

There are several different sources of funding a student organization can have, including dues, donations, and fundraisers. Participating in at least one of these methods is highly recommended to an SO fiscal success. If an SO is interested in any of these methods and would like guidance on best practices please reach out to either SLIC or the Financial Services and Student Organization Account Coordinator in ASI.

Dues:

Dues are dollar amounts organizations charge to participants to become recognized members of the organization. It is the responsibility of each individual SO to create documentation of their SO dues, the collection of these funds, and the depositing of these funds. At any point in time this documentation

may be requested from SLIC, ASI, or CSUSM administration. For tips on how to follow proper cash handling/documentation procedures, please see the SLIC handbook and/or ASI.

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 CSUSM [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 SO name and fund number in the memo line.

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

Transfers:

If an on-campus department/entity would like to give money to your SO, 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 SO, 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 your on-campus fund account balance.

Transfers between two student organizations may take place and need to be requested through an Expenditure Request Form. Back up documentation for this form must include documentation showing the decision process, notification/discussion between both/all involved SO, and purpose of transfer in addition to the information listed on the ERF.

Fundraisers:

If an SO 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 in ASI.

After the fundraising event, if a check is to be sent to your SO, please direct this to your SO mailbox in SLIC. Ensure the check is made to Associated Students, Incorporated with your SO's 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 SO will be notified to pick up their check. Only the President, Treasurer, Academic Advisor, or SLIC Advisor listed on the SO CSUSM Student Organization Officer & Advisor Agreement Form 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 CSUSM Cashiers Office, these checks will not be mailed out under any circumstances.

Tax ID

When fundraising vendors may need a tax ID number; as all SO on-campus funds 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.

Checks:

Any checks to a student organization should be made out to Associated Students, Incorporated, with your SO names and on-campus fund account number in the memo line. All check must include a detailed and signed Deposit Form at the time of drop off. See reference below. Any questions can be directed to the Financial Services and Student Organization Accounts Coordinator.



Cash:

Any and all cash a student organization raises needs to adhere to proper cash handling procedures per CSUSM Cash Handling Policies with adequate documentation. In addition to this documentation, deposit forms should be kept to record these sources of funding. Cash should only be collected by an official documented officer of your SO and should be deposited immediately upon receipt. All cash collected and deposited must be accompanied by a signed and detailed Deposit Form.

Deposits:

To put a check or cash directly into a on-campus fund account you will need a filled-out and signed Deposit Form to accompany the funds. Both are taken to Cashiers office in Craven and your SO on-campus account balance should reflect the new balance by the following week. The Cashier's Office is able to provide you with proof the deposit was received, this is an important step to follow for the purpose of documenting your organizations revenue. 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 SO on-campus fund account information, reach out to ASI. Please see image for exact location of blank deposit forms on the website.

ASI

- 30 Year Celebration
- About Us
- Corporate Documents
- Fee Information
- Board of Directors
- ASI Cougar Pantry
- Employment and Representation
- Get Involved
- Initiatives
- Programs and Events

Services

- ASI Leadership Funding
- CalFresh
- Student Emergency Fund
- Student Organization Account Services**
- Sustainability Projects Funding

Associated Students, Inc
(760) 750-4990
asi@csusm.edu
Monday - Friday: 9:00am - 6:00pm Saturday
& Sunday: Closed

Student Organization Account Services



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 03141.01](#) Administration of Student Organization Funds.

OFFICER AGREEMENT FORMS MUST BE SIGNED TO FILL OUT AN ERF. THIS FORM MUST BE COMPLETED EACH ACADEMIC YEAR AND WHENEVER THERE IS A CHANGE IN ORG OFFICERS.

Information

- [Student Organizations Account Services Guidebook](#)
- [Student Organization Balances](#)
- [Student Org Account Policy](#)
- [Account Services Presentation](#)
- [Drop-Off Deposits Directions](#)
- [Deposit Box Location](#)
- [Student Organization Account Services Informational Video](#)

Forms

- [Expenditure Request Form](#)
- [Payee Data Form](#)
- [Blank Deposit Form](#)
- [Deposit Form Adobe Sign \(MUST send form to \[SFS@CSUSM.EDU\]\(mailto:SFS@CSUSM.EDU\)\)](#)
- [Gift Card/Prize Form](#)
- [Information Technology Review \(ITR\)](#)

Contact

If you have any questions about student organization accounts, please contact:

Allie Garcia
Financial Services and Student
Organization Accounts Coordinator

algarcia@csusm.edu
760.750.6002

NOTE: ALL DEPOSIT FORMS MUST BE SENT TO SFS@CSUSM.EDU EITHER VIA EMAIL, MAIL, OR DROP OFF. ADOBE SIGN FORM DOES NOT AUTOMATICALLY SEND TO CASHIERS OFFICE.

Checking your on-campus fund account balance:

Weekly account balances are posted on the [Student Org and Account Services page](#) of the ASI website. 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 in ASI. 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:

[HOME](#) // [Services](#) // Student Organization Account Services

ASI

- 30 Year Celebration
- About Us
- Corporate Documents
- Fee Information
- Board of Directors
- ASI Cougar Pantry
- Employment and Representation
- Get Involved
- Initiatives
- Programs and Events

Services

- ASI Leadership Funding
- CalFresh
- Student Emergency Fund
- Student Organization Account Services**
- Sustainability Projects Funding

Student Organization Account Services



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 03141.01](#) Administration of Student Organization Funds.

OFFICER AGREEMENT FORMS MUST BE SIGNED TO FILL OUT AN ERF. THIS FORM MUST BE COMPLETED EACH ACADEMIC YEAR AND WHENEVER THERE IS A CHANGE IN ORG OFFICERS.

Contact

If you have any questions about student organization accounts, please contact:

Allie Garcia
Financial Services and Student Organization Accounts Coordinator

algarcia@csusm.edu
760.750.6002

Associated Students, Inc
[\(760\) 750-4990](tel:7607504990)
asi@csusm.edu
Monday - Friday: 9:00am - 6:00pm Saturday & Sunday: Closed

Information

- [Student Organizations Account Services Guidebook](#)
- [Student Organization Balances](#)
- [Student Org Account Policy](#)
- [Account Services Presentation](#)
- [Drop-Off Deposits Directions](#)
- [Deposit Box Location](#)
- [Student Organization Account Services Informational Video](#)

Forms

- [Expenditure Request Form](#)
- [Payee Data Form](#)
- [Blank Deposit Form](#)
- [Deposit Form Adobe Sign \(MUST send form to \[SFS@CSUSM.EDU\]\(mailto:SFS@CSUSM.EDU\)\)](#)
- [Gift Card/Prize Form](#)
- [Information Technology Review \(ITR\)](#)

8

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 reimbursements for purchases from a student organization are documented through expenditure request forms (ERFs). This form documents the expenses of a SO and operates on a reimbursement basis. Meaning for nearly all purchases, a SO must pay out-of-pocket and fill out the ERF to be reimbursed for the expense. There are only a few circumstances that SO purchases do not happen on a reimbursement basis, including direct payment to a vendor or purchases over \$100. All exceptions are detailed below. If at any point in time an organization is considering a large purchase and unsure of any aspect of the purchasing process they should reach out to the Financial Services and Student Organization Accounts Coordinator immediately.

These forms are on the platform Adobe Sign, and each CSUSM student is allotted a free account. The link to the forms on the ASI [Student Organization Account Services](#) page found here:

[HOME](#) // [Services](#) // [Student Organization Account Services](#)

ASI

- 30 Year Celebration
- About Us
- Corporate Documents
- Fee Information
- Board of Directors
- ASI Cougar Pantry
- Employment and Representation
- Get Involved
- Initiatives
- Programs and Events

Services

- ASI Leadership Funding
- CalFresh
- Student Emergency Fund
- Student Organization Account Services**
- Sustainability Projects Funding

Student Organization Account Services



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 03141.01](#) Administration of Student Organization Funds.

OFFICER AGREEMENT FORMS MUST BE SIGNED TO FILL OUT AN ERF. THIS FORM MUST BE COMPLETED EACH ACADEMIC YEAR AND WHENEVER THERE IS A CHANGE IN ORG OFFICERS.

Contact

If you have any questions about student organization accounts, please contact:

Allie Garcia
Financial Services and Student Organization Accounts Coordinator

algarcia@csusm.edu
760.750.6002

Associated Students, Inc
(760) 750-4990
asi@csusm.edu
Monday - Friday: 9:00am - 6:00pm Saturday & Sunday: Closed

Information

- [Student Organizations Account Services Guidebook](#)
- [Student Organization Balances](#)
- [Student Org Account Policy](#)
- [Account Services Presentation](#)
- [Drop-Off Deposits Directions](#)
- [Deposit Box Location](#)
- [Student Organization Account Services Informational Video](#)

Forms

- [Expenditure Request Form](#)
- [Payee Data Form](#)
- [Blank Deposit Form](#)
- [Deposit Form Adobe Sign \(MUST send form to \[SFS@CSUSM.EDU\]\(mailto:SFS@CSUSM.EDU\)\)](#)
- [Gift Card/Prize Form](#)
- [Information Technology Review \(ITR\)](#)

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

- The SO needs to have sufficient funds in the on-campus fund account
- Back up documentation showing proof of purchase, payment method, identifying vendor details, and exact itemized items purchased
- Signatures from all signing officers documented on the CSUSM Student Organization Officer & Advisor Agreement Form
- 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 SO. If a student organization is using the ASI credit card to make a large scale purchase the required materials may alter, please see additional instructions.

Payee Data Form/Student Information:

Additional information that may be required includes a payee data form. This tracks and verifies the vendors used by SO and ensure the entity a student organization conducted business with is a valid entity. The payee data form can also be found on the ASI website, see the red arrow above. All vendors that are not currently in the CSUSM'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 CSUSM Accounts Payable 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 CSUSM 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 change as well.

Once this requirement is complete, an SO is able to have a request approved and processed.

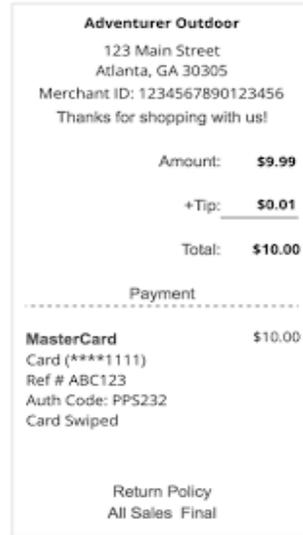
Back Up documentation

An ERF is the required form for approval for reimbursement and captures 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 itemized items purchased.

The following are **NOT acceptable** backup documentation:



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



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.

When assessing if documentation is sufficient consider if an SO member 5 years from now would understand the purchase in its entirety based off the information you provide. Adding dates, meeting topics, event titles, and other identifying information will allow the organization to better document and retain purchasing information.

Information Technology Review (ITR):

If your SO wanted to purchase any form of technology, it needs to go through the campus Information Technology Review (ITR) process. This process ensures all technology used at CSUSM adheres to the campus's commitment to making resources accessible, secure, and compatible with their IT infrastructure.

Any purchase of technology must be AFTER the SO fills out an ITR and is sent approval. There are many already approved and purchased items, as well as different forms and information on ITRs. For additional information and forms please see the [Information Technology Review \(ITR\) for Software website](#). **The notification of approval must be included as back up documentation for either a reimbursement or ASI credit card request.** Any request regarding technology that does not include this will be denied.

Gift Cards:

Student Organizations may purchase **gift cards as prizes only** and are eligible for both reimbursement or purchase via ASI credit card (if the purchase meets the requirements). Regardless of the purchasing/reimbursement path a student organization takes, a SO must document the gift card on a Gift Card and Prize Form. This form must be attached to an ERF requesting reimbursement or the ERF will be denied. A SO that is requesting to use the ASI credit card to purchase gift cards must provide the completed Gift Card & Prize form within 10 business days from purchase. A SO that does not return this form will be treated as a SO that does not turn in a receipt, and will have all future ERFs denied until this form is received. The student organization is highly encouraged to document all prizes they give out to SO members including confirmation in the form of a signature that the recipient did receive their prize. This is a best practice for student organizations, and each organization should discuss their prize policies internally. For help creating these policies, please reach out to the Financial Service and Student Organization Accounts Coordinator.

Filling out an Expenditure Request Form:

There are several elements to filling out the Expenditure Request Form. 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. This form comes in two parts, the intake form and the actual ERF. You will be prompted to fill out the intake form, this lets Adobe Sign know who to send the form to. It will look as follows:

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

Enter Recipient's Email

President

Enter Recipient's Email

Advisor

Enter Recipient's Email

Treasurer

Enter Recipient's Email

Campus Recreation (Sports Clubs)

Enter Recipient's Email

ASI Staff - CSUSM ASI

algarcia@csusm.edu

Document Name

SA-Associated_Students_Inc(ASI)-Club_Organization_Fund_Expenditure

Messages

Please Sign: Expenditure Request Form

Files

Document SA-Associated_Students_Inc(ASI)-
Club_Organization_Fund_Expenditure_Request_Form

Submit

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 retile 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:



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

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

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:

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: Terry Carp RECIPIENT PHONE: 951-123-4567

ADDRESS: 1234 Fake Address Lane STATE: CA

CITY: San Marcos ZIP CODE: 92096

EMAIL: carp123@cougars.csusm.edu AMOUNT: \$ \$56.42

ITEMS PURCHASED: Bird seeds and bird feeder

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: _____

Paying an invoice with an ERF:

Student organizations may use on-campus services through the USU and ESC. **When using these services keep in mind both areas may charge a fee for their services/equipment, discuss this with your event planner immediately.** Once you have planned an event with either ESC or USU, your org will receive an invoice. The invoice look as follows:

 <p>California State University SAN MARCOS</p>		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
<p>Bill To ASI Administration ASI CSUSM USU 3700 San Marcos CA 92096</p>		
<p>Questions regarding this invoice can be directed to Billing Department at 760/750-4477</p>		
Line No.	Description	Amount
1	01/28/20 Ross Bob (2019-ABQPRD)	20.00
<p>----- Please return this portion of invoice with payment -----</p>		
<p>Total Amount Due: \$20.00 Please include the following on the payment: Account No. 100006 Invoice No. RA022900</p>		<p>Payable to: Cal State Univ, San Marcos Attn: Cashiers Office 333 S. Twin Oaks Valley Rd. San Marcos, CA 92096-0001</p>

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 receive a copy, please reach out to your planner immediately. When you receive this, look over the descriptions on the charges and ensure they are accurate. After your event is complete, a final invoice will be sent to from the event planner verifying the final charges, this invoice is the backup documentation for your ERF.

After you receive this final invoice and approve the total cahrges, 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

Recipient is the schools information as the invoice is from the school.
Invoice number listed on the ERF

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: _____

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

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 the services/goods that the org is requesting be paid. This invoice is held to the same standards as back up documentation, but instead of payment method, the invoice must have an invoice number. **All invoices must be made out to the student organizations name and not ASI. All invoices must include:**

- **Company letter head, name, and contact information**
- **Name of the student org purchasing from the company**
- **Invoice number**
- **Invoice date**
- **Remit address (this tells us where this check needs to be mailed)**

In the event an org is requesting to pay a vendor directly, 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 total limit on this card, its funds are available on a first-come, first-served basis. Student organizations that want to use the credit card need to fill out an ERF and will be reached out to in accordance to the time they submitted. On the ERF, list the recipient as “Associated Students Incorporated- Credit Card” and 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 (see example below). 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

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

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: _____

Petty Cash for ERFs under \$50:

To expedite the process of students receiving 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. Petty Cash will not be an available option during times where all or most university matters are handled virtually. In this instance, all ERFs, including those under \$50, will be paid via check and mailed directly to the student.

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. Contact the Financial Services and Student Organization Accounts Coordinator in the event you would like to transfer funds or split a cost between more than one student organization.

Scholarship awards:

Any SO that wishes to use their funds 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.

On-Campus Fund Account Management:

All student organizations are responsible for monitoring the funds in their on-campus fund 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. In addition, keeping past documentation or an "Org Name 101" for future org officers to have a better understanding of the orgs mission for their funds is highly encouraged. For help with either of these documents reach out to the Financial Services and Student Organization Accounts Services Coordinator.

Revenue and Expenses Drill Downs Reports:

At any point an officer from your org may request a drill down report. This report details the revenue and expenses of your SO on-campus fund account, and tells the story of what your org purchased, what they added into their account, and what funds they have left. 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. It is the student organizations responsibility to ensure they have the necessary funds to reimburse org members for their purchases. Any SO with expenses that were not approved and would result in the fund balance to fall below a zero dollar on-campus fund account balance will be contacted. SO’s in this position must IMMEDIATELY attempt to raise those funds in order to reimburse the individual or absorb the cost themselves. Failure to obtain those funds may result in the organization losing their recognition at CSUSM for the following academic year and/or until the balance has a positive status.

Inactive Student Organization Accounts:

If 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 currently recognized student organization officers may identify a specific organization or campus entity where they would like to transfer their funds. This process must be conducted during the student organization recognition period for that current academic year.

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 student organization that has been recognized by Student Life & Leadership 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.

A student organization that has not been recognized by Student Life & Leadership for at least two academic years and whose on-campus fund account has not been active during this period, will have its balance, if any, swept after July 1st of the new fiscal year. The funds swept from identified inactive student organizations will be transferred into an account used for student organization professional development managed by Student Leadership and Involvement Center.