

# Student Organization Account Services

ASI 23-24 Academic Year



# Introduction

ASI Student Organization & Project Specialist



760.750.4990



USU 3700  
M – Fr. 9am-5pm  
By Appt.



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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)





02

# Account 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.





**03**

**ERFs**





# 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)

Dunkin Donuts	
Date: 03/06/2019	Time: 14:07
Transaction #: 72916	
Register Name: Dunkin Donuts 1	
*****	
Sale	
Munchkins	
50 Munchkins	7.99
Munchkins	
50 Munchkins	7.99
Munchkins	
50 Munchkins	7.99
-----	
Subtotal	23.97
Tax	2.16
Total	26.13
Credit Card	
*****6727	26.13
Visa	
FLOYD/	
Approval 091790	
*****	
Thank you for dining with us!	
*****	

## 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 100	
Cambridge MA 02139	
617-577-7427	
Server: Denny	3/6/2016
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	

## 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**

**Billing Account**  
California State University -  
333 S. Twin Oaks Valley Rd  
San Marcos, California 92096  
United States

**Invoice Number** C-0021432  
**Invoice Date** 8/1/2022

Shipping Method	Invoice Currency	Due Date
	USD	8/31/2022

Product	Description	Quantity	Unit Price	Total Price
Dues -		5.00	\$55.00	\$275.00
<b>Total Amount</b>			\$275.00	USD

## Invoice B:

**vistaprint.** Help is here

**Shipping** United States of America +  
Priority  
Estimated arrival by Oct 6th

Please note that due to storm/weather events, shipping may be delayed to specific locations.

**Payment**

**Order summary**

<a href="#">Enjoy 25% off cart.</a>	\$55.51
Item subtotal:	\$166.43
Shipping: Priority	\$22.99
Tax	\$14.67
<b>Total</b>	<b>\$204.09</b>

Code applied successfully. [Offer details](#) [Change code](#) ▾

By placing an order, you confirm you have read and are agreeing to our [Privacy Policy](#) and [Terms and Conditions](#).



04

# Process & Timelines



# General Process

## Plan

Talk to your officers, check your budget, & ensure you know the process you intend to use



## 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



## ERF Filled & Signed

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

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 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 website; 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

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[www.csusm.edu/asi](http://www.csusm.edu/asi)

