

POLICIES AND PROCEDURES FOR CLUBS

OPENING AND USING A STUDENT GOVERNMENT & STUDENT MEDIA CLUB ACCOUNT

SG & SM offers club accounts for registered student clubs and organizations instead of opening an off-campus Bank account.

- Accounts should have at least one or more authorized signer.
- Accounts are only opened at the business office
- Documents needed to open an account are:
 1. Proof of registration with Student Life & Leadership
 2. Picture ID of the person(s) opening the account.
- ADD, CHANGE or REMOVE SIGNERS at the business office.
- Initial Deposit of \$75.00 is recommended to open an account.
- **FEDERAL TAX ID NUMBERS** are not required.
- **SERVICE CHARGES** on Club accounts may apply as noted:
 1. Stop payment request \$35.00
 2. Returned check fee \$10.00

WITHDRAWALS

Withdrawals are made with the Student Government & Student Media Check Request form, illustration located on the back. They are available 24 to 48 hours after submission.

- Go to Documents/FORMS online at www.asuci.uci.edu
- Fill out & print in our office or at home
- Turn in the Original Signed Form
- Keep the duplicate for your records
- Itemized receipts are not required (please attach it to your duplicate)
- Include a brief description for the expense
- INCLUDE the invoice # for any UC Regents reimbursement
- Checks are ready for pick up on or before third business day
- Problems with check requests:
 1. Will be returned to your Student Life & Leadership Mailbox
 2. OR email will be sent to the person who requested it

DEPOSITS

- Use Account Deposit Slip, example under illustration section
- Account Deposit slips are available in the Business Office
- Cash or check deposits should be given to the Business Office Staff
- Staff will verify the total of your deposit and sign the receipt
- The (white) receipt will be returned to you
- All checks should be made payable to the club name
- **DO NOT** make check payable to individuals or UC Regents
- **Write your account # in left hand corner of the checks**
- **SG&SM will NOT** accept checks from those who have outstanding bad checks or a past bad check record

ROOM RESERVATION AUTHORIZATIONS

- Bring your Scheduling Reservation to our Business Office
- We will connect your Reservation # to Scheduling
- Scheduling will send the final invoice to SG&SM instead of the individual who makes the reservation

The INVOICE will go to you if you DO NOT come to SG&SM with the reservation!

ACCOUNT ACTIVITY

- An email must be sent to accounting@asuci.uci.edu to request an account statement
- The email must include the following information:
 1. Account #
 2. Date range (ex: June to August)
 3. Requestors full name to verify access

ACCOUNT ACTIVITY

- Are accounts that have had no activity for an entire fiscal year (July to June)
- These accounts are closed and fees assessed

TRANSFERS

Transfers can be made to other accounts in ASUCI or Clubs.

- Type "Transfer to" above the payee name box on check request form
- Write the name and account # of the account you wish to pay
- Include a description in the memo box and the amount
- Complete as usual
- You can pay Student Life & Leadership registration fees with this method

ILLUSTRATIONS

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Student Government - UCI Club Account Check Request

09/19/2008 03:33 pm		Method of Delivery <small>(check desired option)</small>
		Mail- Address Required <input type="checkbox"/>
		Pickup at Student Government reception desk <input type="checkbox"/>
		Pay by Cash - Under \$25.00 Bring to Business Office for payment <input checked="" type="checkbox"/>
Payer Name	Peter the Anteater	Requester Name
Address	G244 Student Center	Aaron Echols
Address (cont)		UCInetID
City, State, Zip	Irvine CA 92697	aechols
Phone #	(949) 824-5547	Email
		aechols@uci.edu
		Phone #
		(949) 824-5547
Memo / Description of Payment		
Refreshments for Welcome Week booth		\$ 25
Club Name	ASUCI	Club Account Authorized Signature
Account Number	1234-5678	X
Postage Stamp	Paid Stamp	Date Paid
Check Number:		

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Payer Name	Peter the Anteater	Requester Name
Address	G244 Student Center	Aaron Echols
Address (cont)		UCInetID
City, State, Zip	Irvine CA 92697	aechols
Phone #	(949) 824-5547	Email
		aechols@uci.edu
		Phone #
		(949) 824-5547
Memo / Description of Payment		
Refreshments for Welcome Week booth		\$ 25.00
Club Name	ASUCI	Club Account Authorized Signature
Account Number	1234-5678	X
Postage Stamp	Paid Stamp	Date Paid
Check Number:		

UC Irvine
Student Government
& Student Media

Date:

DEPOSIT SLIP

TOTAL CASH (Currency & Coin)	.
TOTAL CHECKS (Please write your account number in the upper left corner of all checks)	.
TOTAL DEPOSIT	.
Club or Account Name:	Received by (Business Office Signature):
Account Number:	