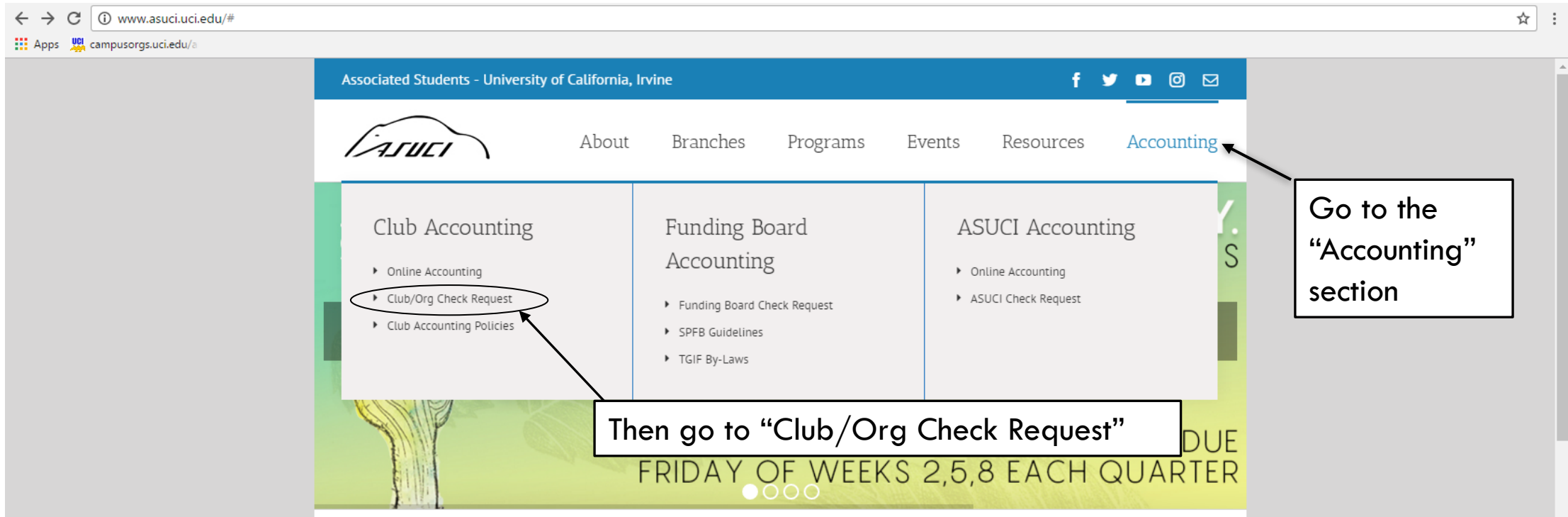


CAMPUS ORGANIZATION CHECK REQUEST

How-To Guide to Get
Reimbursed and Deposit Funds

WHERE DO I FIND THE CHECK REQUEST?

All check requests can be found on: www.asuci.uci.edu



The screenshot shows a web browser window displaying the ASUCI website. The browser's address bar shows the URL www.asuci.uci.edu/#. The website header includes the ASUCI logo and navigation links for 'About', 'Branches', 'Programs', 'Events', 'Resources', and 'Accounting'. The 'Accounting' link is highlighted with a blue underline and an arrow pointing to a callout box that says 'Go to the "Accounting" section'. Below the navigation menu, there are three main sections: 'Club Accounting', 'Funding Board Accounting', and 'ASUCI Accounting'. Under 'Club Accounting', the 'Club/Org Check Request' link is circled in red and has an arrow pointing to a callout box that says 'Then go to "Club/Org Check Request"'. The 'ASUCI Accounting' section also has a sub-link for 'ASUCI Check Request'. The website has a blue header and a green and white background with a tree illustration.

Once you click on the “Club/Org Check Request” link then it will ask you to sign in with your UCI net ID and password. Once you are logged in, you will be taken to the actual form where you input your information.

The "Payee Information" will be the person, company, or organization receiving the check.

Clubs are not allowed to mail checks. Pick-up only.

The "Requester Information" is the information of the person who is filling out the form.

- The date and barcode at the top will be generated automatically when filling out your form.
- The "Requester" and the "Payee" may be the same person.

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Student Government - UCI Club Account Check Request

DATE STAMP: 06/20/2017 10:27 am

Method of Delivery: Mail Pickup at Student Government reception desk

Payee Name	Peter the Anteater		Requester Name	Khajika Soyoltulga
Address	G244 Student Center		UCinetID	ksoyoltu
Address (con't)			Email	ksoyoltu@uci.edu
City, State, Zip	Irvine	CA 92697	Phone #	(949) 824-5625
Phone #	(949) 824-2400			

Memo / Description of Payment: Welcome week boothing, bought snacks and table cloth for booth \$ 100.00

Club Name: The Anteater Club Club Account Authorized Signature: X

Account Number: 205XXXX

Office use only:

Posted Stamp: Paid Stamp: Date Paid: Check Number:

Submit this form, and then print out the form on the following page.
 Turn in signed form to Student Government Offices

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Student Government - UCI Club Account Check Request

DATE STAMP: 06/20/2017 10:27 am

Method of Delivery (check desired option): Mail Pickup at Student Government reception desk

Payee Name	Peter the Anteater		Requester Name	Khajika Soyoltulga
Address	G244 Student Center		UCinetID	ksoyoltu
Address (con't)			Email	ksoyoltu@uci.edu
City, State, Zip	Irvine	CA 92697	Phone #	(949) 824-5625
Phone #	(949) 824-2400			

Memo / Description of Payment: Welcome week boothing, bought snacks and table cloth for booth \$ 100.00

Club Name: The Anteater Club Club Account Authorized Signature: X

Account Number: 205XXXX

Office use only:

Posted Stamp: Paid Stamp: Date Paid: Check Number:

- The "Requester" will be the one to receive notification if there are issues with the check request.
- The "Requester" will also be receiving notifications of when the check is ready for pick-up or has been mailed out.

Student Government - UCI Club Account Check Request

DATE STAMP 06/20/2017 10:27 am		Method of Delivery
Pickup at Student Government reception desk		<input checked="" type="checkbox"/>
Payee Name	Peter the Anteater	
Address	G244 Student Center	
Address (con't)		
City, State, Zip	Irvine CA 92697	Requester Name Khajika Soyoltulga
Phone #	(949) 824-2400	UCInetID ksoyoltu
		Email ksoyoltu@uci.edu
		Phone # (949) 824-5625
Memo / Description of Payment Welcome week booting, bought snacks and table cloth for booth		\$ 100.00
Club Name	The Anteater Club	Club Account Authorized Signature X
Account Number	205XXXX	
Office use only.		
Posted Stamp	Paid Stamp	Date Paid:
Stu. Gov't. COPY		Check Number:

Submit this form, and then print out the form on the following page.

Turn in signed form to Student Government Offices

Student Government - UCI Club Account Check Request

DATE STAMP 06/20/2017 10:27 am		Method of Delivery (check desired option)
Pickup at Student Government reception desk		<input checked="" type="checkbox"/>
Payee Name	Peter the Anteater	
Address	G244 Student Center	
Address (con't)		
City, State, Zip	Irvine CA 92697	Requester Name Khajika Soyoltulga
Phone #	(949) 824-2400	UCInetID ksoyoltu
		Email ksoyoltu@uci.edu
		Phone # (949) 824-5625
Memo / Description of Payment Welcome week booting, bought snacks and table cloth for booth		\$ 100.00
Club Name	The Anteater Club	Club Account Authorized Signature X
Account Number	205XXXX	
Office use only.		
Posted Stamp	Paid Stamp	Date Paid:
CLUB COPY		Check Number:

This section will be where you describe the things you purchased or are getting reimbursed.

- The description should be a brief description of:
 - What?
 - Where?
 - Why?

The amount for total reimbursement goes here.

The bottom copy is for your club's records and financial purposes.

Only authorized signers are allowed to fill out check requests and would provide a signature in this box.

GUIDELINES

- Club check requests do not require receipts like the Funding Board or Student Government check requests.
- Transfer of Funds- If you would like to transfer funds to another club/organization, then have the payee name be the club name and in the description box put “Transfer to 205XXXX”. The account number in the description box should be the account number of the club who is receiving funds.

SUBMITTING YOUR CHECK REQUEST

- When your check request is complete, you must turn it in to the front desk at the Student Government & Student Media Office.
 - The front desk staff will double check for any missing information or paperwork.
 - Our office is open on Monday-Friday from 8:30am-5:00pm.
 - Located at Student Center across from the ATM.
- Check requests are ready between 3-5 business days.
 - You will be sent an e-mail notifying you that your check is either ready for pick-up.
 - We do not rush checks due to high volume of requests a day.
- If you do not receive a notification from us about your check then you may call or stop by our office.
 - Phone Number: (949)824-2400

DEPOSITS

- Deposit slips are only available at our Business Office.
- We accept checks, money order, cash, and coins. We are unable to accept credit card deposits.
- If you are depositing a check, do not “endorse”/sign the back of the check.
- All checks must have the account number in the “memo” section or in the top right corner.
- All clubs are required to count their deposit prior to giving it to our front desk staff.

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	
First & Last Name of Depositor:	Received by (Business Office Initials):
Club or Account Name:	
Account Number:	

BENEFITS OF AN ASUCI ACCOUNT

There are many benefits to having an ASUCI account such as:

- Easy access to accounting services and professional staff located on campus
- A single annual fee for services (compared to a monthly fee at banks)
- UCI department connections that allow you to book rooms, get catering orders, and plan events in a quicker and more convenient manner
- Direct deposits from departments to give your club donations or sponsorships for events
- Online accounting available that shows all deposits and transactions made

FINANCIAL AGREEMENT

The ASUCI Business Office is proud to offer these convenient accounting services to all clubs and organizations on campus. When signing up to become a club or organization at UCI, the authorized signers agree to take on any fiscal responsibilities of the club. The ASUCI Business Office holds the right to contact the authorized signers in regards of financial discrepancies such as negative balances, insufficient funds, overdue fees, overdue invoices, and etc.

Any prolonged financial discrepancy, that has not been resolved, will result in actions from the Business Office such as forwarding of fees onto Zot accounts, academic holds, and freezing of club activities.

DEADLINES AND CONTACT INFORMATION

- You may turn in a check request at any time. The final day to turn in check requests for all departments is **June 15, 2018**. We will not accept any check requests after this date in order to allow us to organize for the next fiscal year.
- If you have any questions or concerns, feel free to contact us:
 - Robert Schumm
rschumm@uci.edu
 - Khajika Soyoltulga
ksoyoltu@uci.edu