CSUEB Student Life and Leadership Programs: How To Access Club/Organization Funds

Student Life and Leadership Programs facilitates all financial transactions for clubs/organizations and works with student leaders, campus administrators, and business vendors to expedite the approval of payments, refunds, advances or withdrawals from club/organization accounts, including the use of ASI funds. A valid and current student club/organization bankcard with authorized signatures must be on file to conduct financial business. There are a variety of ways to access your club’s funds, based on the university’s required accounting procedures and the type of activity, event, or financial transaction necessary to complete the request. Some transactions require a Cash Advance/Reimbursement Approval Form, while others will require a more detailed or specific type of transaction. Here are a few examples:

A. **CASH ADVANCES: EVENT/PROGRAM/PURCHASE (UP TO $500.00)** – Club/organization must have funds available in their account to cover the cash advance. Itemized receipts/invoices (complete with vendor name and address), must be returned within two business days of the program in order to be reimbursed from club account. Cash advances are typically used for advertising, printing/duplicating, food (restaurant/grocery store purchases), banners, flyers, decorations, t-shirts, and other event supplies or organizational purchases.

B. **CASH REIMBURSEMENT FOR CLUB EVENT/PROGRAM/PURCHASE (UP TO $500.00)** - Funds must be currently available in the club’s account to receive a reimbursement. Itemized receipts, complete with the vendor’s name and address, must accompany each request.

C. **ASI FUNDING** – Once an event has approved funding by the ASI Finance Committee, the approved amount is forwarded to Student Life and Leadership and University Accounting for processing. Funds will be available in 48 hours, however, events that require travel, credit card purchases, or check requests will take additional processing time. See your Student Life Advisor for timelines.

D. **CHECK REQUEST FORM** – Check requests can be used for funds currently in the account, or to draw upon ASI funds that have been transferred to your club’s account. A Check Request Form is required for purchases/items/services from $500 up to $1,000.00. Itemized receipts must accompany the Check Request Form and a Vendor Data (VDR) Record form must also be completed by the vendor, with an original signature from the payee. An Independent Contractor invoice (from servicer) may also be required. Checks not released until after the event is over and the service is completed. Check requests are commonly used to pay for supplies and services, such as guest speakers, catering, comedians, DJs, set-up crews, rental equipment, special event insurance, etc.

E. **CLUB CREDIT CARD PURCHASES** – club credit card is primarily used for conference registrations and national membership dues for student clubs and organizations. The club credit card can also be used to pay for supplies such as t-shirts, catering, or other supplies/services in an urgent situation, or if the amount needed exceeds $1,000.00. See your Student Life Advisor if you think you need to use the club credit card.

F. **MAJOR PURCHASES OVER $1,000** - A Purchase Order (P.O.) is required for major purchase over $1,000. Purchase orders are also used to pay for multiple items for large events, or in an emergency. Your Student Life Advisor can assist you if you need to utilize a Purchase Order.

G. **TRAVEL CLAIMS** – Travel Claim Forms are required if you are traveling and would like to be reimbursed by the university from your club/organization’s account. All itemized receipts must be submitted with an approved Travel Claim Form within three business days of the conference for processing. Your Student Life Advisor can assist you if you need to complete a Travel Claim Form to be reimbursed for conference travel.

H. **DEPOSITS** - Deposits can be made to your club account by utilizing the University Club Deposit Form. The form is completed by the club representative making the deposit, and submitted to the Cashier’s Office for processing.
Summary of funding process:

1. At the Student Life and Leadership Programs office the club representative retrieves the Cash Reimbursement/Advance Approval slip, or information for other funding process types, depending on the program or item needed. *(See page 1)*

2. The Cash Reimbursement/Advance Approval form is completed by the student representative and signed for approval by the Director of Student Life and Leadership. **NOTE:** All original receipts are required to accompany the signed form for reimbursement of funds. Also, all final receipts and any remaining funds are due to the Accounting office within two business days of the event. Failure to do so could result in a “hold” placed on your student record or a charge to your student account.

3. The Cash Reimbursement/Advance Approval form is issued to the Accounting office (SA 2750, 2nd floor), along with any receipts, to the finance coordinator for processing. The finance coordinator prepares a University Student Club Cash form/document for the club representative to give to the Cashier’s Office, (1st floor, Student Admin. Bldg.), for a cash advancement or reimbursement of funds. This could be in the form of a check or actual cash depending on the amount needed.

**IMPORTANT DOCUMENTS:**
- Cash Reimbursement/Advance Approval Form (Student Life and Leadership)
- Receipts from programs for events
- University Student Club Cash Form (accounting office)

*ASI Funding is available to clubs and organizations pending approval by the ASI Finance Committee. Approved funds are forwarded to the club account to be dispersed accordingly. **Funds must be available in order to be dispersed through the club/organization student club account.*