



# Student Organization Agency Accounts Instructions & Forms

To register a student club or organization, start here: <http://www.fullerton.edu/sll/involvement/clubs>

Student organizations that have completed the annual registration with Student Life and Leadership may open an account with ASI Financial Services.

Student Club/Organization accounts are known as **Agency Accounts**.

## To establish an Agency Account:

1. Complete the Agency Account Form
2. Complete the Disposition of Inactive Agency Account Funds Form
3. Submit both completed and signed forms to ASI Financial Services:  
800 N. State College Blvd, Fullerton, CA 92831  
or [asifinancialservices@fullerton.edu](mailto:asifinancialservices@fullerton.edu)

All Agency Forms are available under the Forms tab on the ASI web site:

<https://asi.fullerton.edu/services#Accounting>

All Agency Forms, including Check Requests, can be submitted electronically to:

[asifinancialservices@fullerton.edu](mailto:asifinancialservices@fullerton.edu)

All forms submitted electronically must include certified electronic signatures (via Adobe sign or another signature platform), or they can be printed, signed, scanned, and emailed.

## Online Cash Transactions:

Clubs and Organizations with an Agency Account can use the Event Brite online service provided through ASI Information & Services to collect dues and other funds from members. The collected funds are deposited into the Agency Account.

For instructions for using Event Brite, go to the ASI web site:

<https://asi.fullerton.edu/services#Accounting>

And chose "Event Brite Requests"

## Cash/check Deposits:

Cash deposits can be made in person by appointment only. To arrange an appointment please call (657) 278-2404 or email [asifinancialservcies@fullerton.edu](mailto:asifinancialservcies@fullerton.edu) and indicate AGENCY DEPOSIT in the subject line.

## Accessing your account information:

See the Agency Accounts Online Access instructions:

<https://asi.fullerton.edu/services#Accounting>