

# RECOGNIZED STUDENT CLUBS AND ORGANIZATIONS WITH AN ASI AGENCY ACCOUNT

## GUIDE TO ASI PROCESSING OF AGENCY CHECK REQUESTS

- Signatures on check request must agree with signatures on current Agency Account form.
- **Original receipts/invoices must be attached and support the amount requested to be paid.** Internet charges and copies/faxes of invoices will be accepted but **require a Certification** (to be completed when the check request is submitted to the Accounting Office).
- Copies of itemized receipts are **not valid supporting documentation** unless a payment is split between an Agency account and an ASI account. A **one-time exception per academic year** will be allowed per Agency account for payment of a check request supported only by a **copy** of an itemized receipt/bill.
- Credit card slips must be accompanied by a detailed receipt to support the payment. Absence of an itemized receipt will be accepted once per academic year. **Subsequent credit card slips will not be reimbursed.**
- Reimbursement for payment of an invoice must be accompanied by evidence of payment from the vendor i.e. a cash receipt, credit card slip or zero balance due on the invoice.
- **Check requests will not be processed if the check request is not properly completed, signatures do not match, supporting documentation is insufficient, or organization is not recognized by Dean of Student's Office. Said check requests will be returned to requestor or student organization.**
- Complete name, address and telephone #of payee must be provided; if a student, **must include CWID.**
- Sales tax will be added to the check request for invoices subject to sales tax but not charged by vendor. (ASI remits sales tax to Board of Equalization).
- Checks held for pick-up will be mailed if not picked-up within one month of check date.
- A Form W-9 (available in Accounting Office) must be attached when the check request is to pay an individual or group for providing services (i.e. DJ, speaker, musician/band, etc.)
- Explanation is required if reimbursement is made to someone other than the person specified on the supporting documentation.
- ASI Accounting Office will generate a check request for services billed by ASI, TSU, CSUF Auxiliary Services Corp. or the University.
- Cash Advances are not allowed – ASI only reimburses for expenses incurred.
- Check requests submitted by noon on Tuesday's will be paid and available for pick-up at 3pm that Friday.
- A copy of the supporting documentation is the sole responsibility of the student club.

**It is the responsibility of the student club to have the check request reviewed by an Accounting Office staff member and receive back a stamped yellow copy of the check request as proof of submission.**

## GUIDE TO ASI PROCESSING OF DEPOSITS

- Deposit form requires signature of Advisor.
- Checks must be made payable to the club; cannot be made payable to ASI. Club's account number must be written on checks submitted for deposit.
- Certain sales to the public are subject to sales tax i.e. Hot Glass items. This is usually where club members receive part of the proceeds of the sale. Contact Accounting, ext. 4212 for procedures prior to event. Additionally, club members will have to complete a Form W-9, and will receive a tax form, Form 1099, only if proceeds received are \$600 or greater for the calendar year.
- Clubs are subject to a \$10 charge for each check returned by our bank as uncollectible.

In the event your advisor is not available, the Associate Dean, Student Life, located in TSU 245, can sign for your advisor.

**Note – A new Agency Account form must be submitted at the beginning of each academic year before ASI can process Deposits and Check Requests for that academic year.**