



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 & Leadership may open an account with ASI Financial Services. Student clubs/organization accounts are known as Agency Accounts.

To establish an Agency Account (for new clubs only):

1. Complete the Agency Account Form
2. Submit the completed and signed form to ASI Financial Services:
asifinancialservices@fullerton.edu or 800 N. State College Blvd, Fullerton, CA 92831
3. Agency Account number will be assigned to your club. Use this number for all transactions.
 - To make a deposit by check, make the check payable to ASI CSUF.
 - To make a deposit with cash, see the instructions below to make an in-person deposit. You may turn in your completed form when making your in-person deposit.

All Agency Forms are available under the Student Organization Agency Accounts tab on the ASI website:
<https://asi.fullerton.edu/services#Accounting>

All Agency Forms, including Check Requests, can be submitted electronically to:
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. See the Guide to Processing Agency Check Requests for more instructions.

Online Cash Transactions:

Clubs and organizations with an Agency Account can use the Cash Fundraising & Online Sales Setup Form on TitanLink to collect dues and other funds from members. The collected funds are deposited into the Agency Account.

For instructions on using the Cash Fundraising & Online Sales Setup Form, go to the ASI website <https://asi.fullerton.edu/services#Accounting> and choose "Cash Fundraising & Online Sales Setup Form".

Cash/Check Deposits:

Cash/check deposits can be made in person at ASI Financial Services, TSU-224.

Accessing Your Account Information:

See the Agency Account Online Access instructions:
<https://asi.fullerton.edu/services#Accounting>