



Student Organization Agency Accounts Check Requests & Deposits Instructions

Check Requests:

- Only student organizations/clubs registered with the University with an established Agency Account may utilize ASI Financial Services. To set up a new account, refer to the Agency Account Instructions document.
- Agency Account Forms need to be updated at the beginning of the fiscal/academic year or whenever there is a change in officers/advisor.
- Agency accounts submit check requests through an online system called Sage Intacct.
- To get access to Sage, the Treasurer and Advisor needs to complete the training. See TitanLink for more information.
- For each request, the Agency Check Request Worksheet is completed and will be attached with the receipts/invoices. List each receipt/invoice on a separate line, detailing the purchase of the expense.
- For reimbursements to CSUF students, faculty, and staff, their CWID, CSUF email address, and home mailing address must be listed. If the payee is a parent of the student use the student's CWID and indicate relationship on worksheet.
- For payments to vendors, we will need their W-9 if they are a new vendor in Sage. If the vendor is providing a service or performing on campus, we will also need their certificate of insurance.
- The Vendor document number is the invoice number for payments to vendors. If it's a reimbursement, use Reimb [today's date]. For example, a reimbursement request entered on February 15, 2025, the vendor document number is Reimb 2/15/25.
- Attach all receipts and/or invoices to request, along with the Agency Check Request Worksheet.
- Receipts show details of purchase including item, cost, subtotal, shipping, sales tax, and amount paid. Transaction approvals and statements are not acceptable in lieu of sales receipt.
- Sales tax will be added to the request for invoices subject to sales tax but not charged by the vendor. ASI will remit sales tax to the State Board of Equalization.
- Checks held for pick up will be mailed if not picked up within three business days.
- Cash advances are not allowed—only reimbursements for expenses incurred.
- Purchases made with gift cards or SNAP/EBT benefits will not be reimbursed. Please save these forms of payments for personal non-reimbursable items.
- Purchases of alcohol will not be reimbursed.
- All agency account forms and instructions are available on the ASI website:
<https://asi.fullerton.edu/services#Accounting>.

Deposits:

- Checks for deposit must be made payable to the club/organization and cannot be made payable to ASI or CSUF.
- The club/organization agency account number must be written on checks for deposit.
- For any check requested as uncollectible (NSF), the fee assessed by the bank will be charged to the club.
- Deposit forms and instructions are available on the ASI website:
<https://asi.fullerton.edu/services#Accounting>