



## 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 a new account or reactive an existing one:

1. Complete the Agency Account Form
2. Submit the completed and signed form to ASI Financial Services: [asifinancialservices@fullerton.edu](mailto:asifinancialservices@fullerton.edu). Forms using digitally signatures must include the signature certification. Forms can also be printed, signed, scanned and emailed.
3. For new clubs, an Agency Account number will be assigned. Use this number for all transactions.

Agency Forms are available under the Student Organization Agency Accounts tab on the ASI website:

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

Cash Fundraising & Online Sales Transactions:

Clubs and organizations with an Agency Account can use the Cash Fundraising & Online Sales Setup Form on TitanLink to request an online form to collect membership fees, merchandise sales, and on-campus, non-TSU event ticket sales only (requests for off-campus events will be declined). A 3.5% transaction fee will be charged. The collected funds are deposited into the Agency Account, and a weekly summary of activity is sent.

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. See the Student Organization Agency Accounts Check Requests & Deposits Instructions on the ASI website for more information.

Check Requests

To pay vendors or reimburse members, requests are done online through Sage Intacct by the club's Treasurer and approved by the Advisor. For more information, see the Student Organization Agency Accounts Check Requests & Deposits Instructions on the ASI website.