



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. See Agency Account Instructions to set up an account.
- Check requests must be filled out completely with no missing information.
- Check requests require two officer signatures and the advisor's signature.
- Signatures must match those on the current year's Agency Account Form. Agency Account Forms need to be updated at the beginning of the fiscal/academic year or whenever there is a change in officers/advisor.
- Original receipts/invoices must be submitted with the request. Printing invoices or receipts require a Certification form, signed by the advisor. Photocopies of store receipts are not accepted.
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- Credit card transaction receipts must be accompanied by a detailed/itemized receipt.
- 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 on the invoice).
- Sales tax will be added to the check 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.
- A form W-9 is required for payments to an individual or group providing services (i.e., DJ, speaker, musician/band, etc.).
- Cash advances are not allowed—only reimbursements for expenses incurred.
- Check requests can be submitted electronically to asifinancialservices@fullerton.edu. All documents submitted must be in PDF format.
- 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.
- 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.
- Clubs are subject to a \$10 charge for each check returned as uncollectible (NSF).
- To mail the deposit, please include the Agency Account Deposit Form and checks (do not send cash) to ASI Financial Services, 800 N. State College Blvd., Fullerton, CA 92831. Also, include the email address to send the receipt.
- Deposit forms and instructions are available on the ASI website: <https://asi.fullerton.edu/services#Accounting>