ASUCI offers **club accounts** for registered student clubs and organizations instead of opening an off-campus Bank account.

- Club accounts should have at least one or more authorized signer.
- CLUB accounts are only opened at the business office.
- Documents needed to open an account are:
  1. Proof of registration with the DEAN OF STUDENT’S.
  2. Picture ID of the person(s) opening the account.
- ADD, CHANGE or REMOVE SIGNERS at the business office.
- **INITIAL DEPOSIT** of $75.00 is recommended to open an account.
- **FEDERAL TAX ID NUMBERS** are *not required*.
- **SERVICE CHARGES** on Club accounts may apply as noted,
  1. Stop payment request $35.00
  2. Returned check fee $10.00
  3. Other fees may apply if Club is found to abuse its privileges

**CLUB ACCOUNT ACTIVITY** may be checked, and reports printed.
1. Go to [www.asuci.uci.edu](http://www.asuci.uci.edu) and click on **Documents** then **Club Accounting**.
2. Designate one Responsible person to view online activity.
3. **Include a date range** to view details on your account, for example, July to July should be changed to read July to June.

**To avoid problems with registration for new classes, use the**

**Room Reservation Authorizations (SCS) Form**
- Bring your Scheduling Reservation to our business office
- We will connect your Reservation # to Scheduling
- Scheduling will send the final invoice to ASUCI instead of the individual who makes the reservation.

**The INVOICE will go to you if you DO NOT come to ASUCI with the reservation!**
DEPOSITS to your account,
- Use the Club Account Deposit Slip illustrated above.
- Club Account Deposit Slips are available in the Business office.
- Cash or check Deposits should be given to the Business office staff.
- Staff will verify the total of your deposit and sign the receipt.
- The (white) receipt will be returned to you.
- All checks should be made payable to the club name.
- DO NOT make check payable to individuals or UC Regents.
- Write your acct # in left hand corner of the checks.
- ASUCI will NOT accept checks from those who have outstanding bad checks or a past bad check record.

DORMANT CLUB ACCOUNTS
- Are accounts that have had no activity for an entire fiscal year (July to June)
- These club accounts are closed and fees assessed.

Transfers can be made to other clubs or ASUCI.
- Type “Transfer To” above the payee name box on check request form.
- Write the name and account # of the club you wish to pay.
- Include a description in the memo box and the amount.
- Complete as usual.
- You can pay DOS reg fees with this method.
Petty Cash for withdrawals less than $25 is paid in cash. We do not issue checks for less than $25 (unless to UC Regents or a company). WITHDRAWALS are made with the Club Account Withdrawal Request form, illustrated below. They are available 24 to 48 hours after submission.

- Go to Documents/FORMS online at www.asuci.uci.edu
- Fill out & print in our office or at home.
- Checks can no longer be mailed

<table>
<thead>
<tr>
<th>Student Government - UCI</th>
<th>Club Account Check Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Peter the Anteater</td>
</tr>
<tr>
<td>Address</td>
<td>G244 Student Center</td>
</tr>
<tr>
<td>Phone #</td>
<td>(949) 824-5547</td>
</tr>
<tr>
<td>Memo / Description of Payment</td>
<td>Refreshments for Welcome Week booth</td>
</tr>
<tr>
<td>Club Name</td>
<td>ASUCI</td>
</tr>
<tr>
<td>Account Number</td>
<td>1234-5678</td>
</tr>
<tr>
<td>Paid Amount</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
| Include the invoice # for any UC Regents reimbursement.
| Receipts not required    |                             |
| Please attach receipts to your duplicate request form. |
| Include a brief description for the withdrawal, |
| Problems with check requests, |
| 1. Will be returned to your DOS mail box or 

Turn in the Original Signed form
Keep the duplicate for your records.
Receipts not required
Please attach receipts to your duplicate request form.
Include a brief description for the withdrawal,
For example, “Reimb publicity materials for 9/27/06 event.”
2. Tacked on board in Business Office until you return.