Policies and Procedures for Clubs

Opening and Using a Student Government & Student Media Club Account

SG & SM offers club accounts for registered student clubs and organizations instead of opening an off-campus Bank account.

- Accounts should have at least one or more authorized signer.
- Accounts are only opened at the business office.
- Documents needed to open an account are:
  1. Proof of registration with Student Life & Leadership
  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

Withdrawals

Withdrawals are made with the Student Government & Student Media Check Request form, illustration located on the back. 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
- Turn in the Original Signed Form
- Keep the duplicate for your records
- Itemized receipts are not required (please attach it to your duplicate)
- Include a brief description for the expense
- INCLUDE the invoice # for any UC Regents reimbursement
- Checks are ready for pick up on or before third business day
- Problems with check requests:
  1. Will be returned to your Student Life & Leadership Mailbox
  2. OR email will be sent to the person who requested it

Deposits

- Use Account Deposit Slip, example under illustration section
- 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 account # in left hand corner of the checks
- SG&SM will NOT accept checks from those who have outstanding bad checks or a past bad check record
**ROOM RESERVATION AUTHORIZATIONS**

- Bring your Scheduling Reservation to our Business Office
- We will connect your Reservation # to Scheduling
- Scheduling will send the final invoice to SG&SM instead of the individual who makes the reservation

The INVOICE will go to you if you DO NOT come to SG&SM with the reservation!

**ACCOUNT ACTIVITY**

- An email must be sent to accounting@asuci.uci.edu to request an account statement
- The email must include the following information:
  1. Account #
  2. Date range (ex: June to August)
  3. Requestors full name to verify access

**ACCOUNT ACTIVITY**

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

**TRANSFERS**

Transfers can be made to other accounts in ASUCI or Clubs.

- Type "Transfer to" above the payee name box on check request form
- Write the name and account # of the account you wish to pay
- Include a description in the memo box and the amount
- Complete as usual
- You can pay Student Life & Leadership registration fees with this method