

# POLICIES AND PROCEDURES for CLUBS

## Opening and using an ASUCI Club Account

Version 9, Effective Sept 23, 2009

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!**

STUDENT GOVERNMENT, UCI		Date: <input style="width: 100px;" type="text"/>
<b>DEPOSIT SLIP</b>		
	TOTAL CASH (Currency & Coin)	-
	TOTAL CHECKS (Please write your account number in the upper left corner of all checks)	-
	<b>TOTAL DEPOSIT</b>	-
Club or Account Name: <input style="width: 90%;" type="text"/>		Received by (Business Office Signature): <input style="width: 100%;" type="text"/>
Account No: <input style="width: 100%;" type="text"/>		X
WHITE: Depositor's Receipt; YELLOW: Student Government Business Office Copy		

### 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](http://www.asuci.uci.edu)
- Fill out & print in our office or at home.
- **Checks can no longer be mailed**

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**Student Government - UCI Club Account Check Request**

		DATE STAMP 09/19/2008 03:33 pm	Method of Delivery Mail- Address Required
			Pickup at Student Government reception desk
			Petty Cash - Under \$25.00. Bring to Business Office for payment <input checked="" type="checkbox"/>
Payee Name	Peter the Anteater		Requester Name Aaron Echols
Address	G244 Student Center		UCinetID aechols
Address (cont)			Email aechols@uci.edu
City, State, Zip	Irvine	CA 92697	Phone # (949) 824-5547
Phone #	(949) 824-5547		(949) 824-5547
Memo / Description of Payment Refreshments for Welcome Week booth			\$ 25
Club Name	ASUCI	Club Account Authorized Signature X	
Account Number	1234-5678		
<small>Office use only</small>			
Posted Stamp	Paid Stamp	Date Paid	
Stu. Gov't. COPY		Check Number:	

**Student Government - UCI Club Account Check Request**

		DATE STAMP 09/19/2008 03:33 pm	Method of Delivery <small>(check desired option)</small>
			Mail- Address Required
			Pickup at Student Government reception desk
			Petty Cash - Under \$25.00. Bring to Business Office for payment <input checked="" type="checkbox"/>
Payee Name	Peter the Anteater		Requester Name Aaron Echols
Address	G244 Student Center		UCinetID aechols
Address (cont)			Email aechols@uci.edu
City, State, Zip	Irvine	CA 92697	Phone # (949) 824-5547
Phone #	(949) 824-5547		(949) 824-5547
Memo / Description of Payment Refreshments for Welcome Week booth			\$ 25.00
Club Name	ASUCI	Club Account Authorized Signature X	
Account Number	1234-5678		
<small>Office use only</small>			
Posted Stamp	Paid Stamp	Date Paid:	
CLUB COPY		Check Number:	

- 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".
- **INCLUDE the invoice #** for any UC Regents reimbursement.
- **Checks** are ready for pickup on or before third business day.
- Problems with check requests,
  1. **Will be returned to your DOS mail box or**

2. Tacked on board in Business Office until you return.