CAMPUS ORGANIZATIONS

It is a pleasure to welcome back all of you who have been with us in the past. To those of you who are new, a very special welcome!!

Your account is a Trust Account of the Associated Students. As such, our obligation is to work with you and your account, and to safeguard the funds of your organization. The only people who have access to your account are the people on the signature card. Information will not be released to anyone else. Permanent records are kept and are available from year to year in the Associated Students General Services Center.

For those of you who are new—and in order to refresh the memories of those who are returning—we hope that the following pages of this “Information/Training Package” of procedures and examples of forms will be helpful.

If there are any questions you would like answered, or if help is needed in any matter, please do not hesitate to call on us.

A.S. General Services Center Staff Members

Campus Trust Accountant
Hours: 8:00 A.M. – 5:00 P.M.

Helen Nguyen
(408) 924 – 6215

Rev. 8/2021
PROCEDURES FOR CAMPUS ORGANIZATIONS ACCOUNTS

Associated Students will issue IRS form 1099 to student organization vendors on behalf of the student organization as required by CSU policy.

1. Campus Organizations or Clubs must be formally recognized at the Student Involvement before opening an account in A.S. General Services Center. The funds in this account are prohibited from use in any illegal activities as set by State or Federal code. In addition, funds also may not be used for alcohol purchases or other illegal substances.

2. To Open An Account:

   a. Obtain a packet from the A.S. General Services Center. (ASGSC)
   b. Fill out and turn in the “Master Trust Agreement”
   c. Fill out and turn in the signature card that indicated two (2) principal officers who will be responsible and authorized to sign on the account.
      See Exhibit 1.
   d. Obtain your newly assigned account number.
   e. Make a deposit to open your account. The deposit must be a minimum of $10.00.
   f. Set up an appointment for orientation with the Campus Organizations Accountant.

3. To Close An Account:

   a. A letter must be written explaining that you want to close your account and it must include both signatures that are on the signature card. If the club has an advisor, the letter must also include the advisor’s signature.
   b. If an account is closed within ninety (90) days after opening, an administrative fee of 10% will be charged.
   c. If an account remains inactive for a period over one (1) year, the account will be classified as inactive. Two (2) years after the account is classified as inactive, it will be closed.
INFORMATION AND TRAINING PACKET

Please read the following to help familiarize yourself with procedures regarding your account. The Campus Accountant will try to explain the procedures to you when you pick up the packet. If that is not possible, you need to make an appointment with the Accountant for orientation. Come in or call (408) 924-6215.

REQUISITIONS

A requisition is the form you need to fill out when you need a check, purchase order, or contract. The requisition forms are available on the A.S. website or in the office. (ASGSC)

To fill out a requisition:

1. Enter your account name, number and date.
2. Mark an “X” in the “Campus Organization Box.”
3. Indicate check or purchase order.
4. Explain in detail why you need a check/purchase order. Use key words for checks: advance or reimbursement.
5. On the bottom of the form:
   a. Indicate who is authorized to pick up check/purchase order. 
      Note: Check can be mailed. Purchase orders must be hand delivered.
   b. Sign name on “account signature” line. The signature has to be one of two authorized signers on the signature card on file in the ASGSC.

Note: If the requisition is for a check for yourself, the other authorized signer on the signature card must sign the requisition.

ALLOW 3 BUSINESS DAYS FOR PROCESS OF CHECKS OR PURCHASE ORDERS.

PURCHASE ORDERS

A purchase order is generally used for ordering materials or services when you do not know the exact amount of purchase. Purchase orders may/may not be required when groups need services from campus areas such as the Student Union, Morris Dailey, SJSU University Police Department, A.S. Print Shop and Spartan Shops. (Some examples to use purchase orders are: Audio-visual services, building charges, security, catering services, or charging items from the Bookstore or the A.S. Print Shop.)

NOTE: Do not enter more than one (1) vendor on requisition. See Exhibit 2 for an example of how to fill out a requisition for a purchase order.
**Open Purchase Orders:**

An open purchase order is used when you do business in one place, several times a year. For example, if throughout the semester you needed copies or flyers from the A.S. Print Shop, you could request that an open purchase order be made out for $XXX.xx. This would allow you to charge on several occasions without filling out a requisition for reimbursement each time. See Exhibit 3; 3A for an example.

It is your responsibility to keep track of the balance of an open purchase order. The Accountant will automatically close the purchase order when the amount remaining is around $1.00. The exact amount will show up on your account print out as a credit.

**Purchase Order Pick Up:**

You must pick up your purchase order and deliver the TOP COPY (white) to the vendor/payee. Keep the blue copy until you have received all of your goods or services. Return it to the Accountant. Write “O.K. To Pay”, sign and date. This lets the Accountant know that you have received your services or merchandise and there were no problems. The Accountant will pay the bills upon receipt of invoices from whatever company is involved.

**CHECKS**

Put in as many request for checks as it will fit on one requisition (up to 5). Draw a line between each separate request. See Exhibit 4 for example.

**Policy on Stale checks**

Checks or other disbursements not cashed by student organization payees are escheated to the State of California as defined by unclaimed property regulations.

**Advances**

These are requests for checks prior to purchasing supplies, etc. After supplies are purchased, turn in receipts and deposit any left over money. These deposits are called “Return on Advances.” See Exhibit 5 & 6 for “Receipts Required Information” and “Return on Advances.”

- Receipts need to be turned in within **30 Days** after picking up the check.

If you spend more than amount of the advance, make a copy of original receipts, and attach to a new requisition for reimbursement.

**Reimbursements**

These are requested when monies are spent and someone needs to be reimbursed! Monies spent by others: Turn in requisition and receipt. Monies spent by you: to be reimbursed you **MUST HAVE OTHER PERSON ON SIGNATURE CARD** sign requisition and turn in with receipts.

**RETURNED CHECKS**
Your group is responsible for any returned checks. Your account will be debited the amount of the check PLUS $20.00 return check fee. The Accountant will notify the treasurer and send a letter to the person whose check bounced. Tell your club member that he/she will have to pay the amount of the check plus $20 return check fee.

**DOCUMENTATION (RECEIPTS) REQUIRED**

**RECEIPTS ARE REQUIRED FOR ALL EXPENDITURES.**
Unless receipts are turned in, a hold will be placed on your funds. This will remain until cleared.

Please tape receipts to an 8 ½ x 11 piece of paper. Put your account name and number on the top right corner of the paper. Turn in at front counter. See Exhibit 5.

In any chance where receipts are not provided or given (i.e donations/honorariums), fill out “Receipt Letter” Form, see Exhibit 8.

**DEPOSITS**
Fill out “Deposit Form”, see Exhibit 9.

Make deposits at the front counter. Keep the pink and gold copy for your records or give it to your treasurer for their records. These are essential for balancing your account! See Exhibit 7.

Note: Please have all checks made payable to your account name. (ex: ASSOCIATED STUDENTS SIGMA OMEGA PHI/SJSU) Do not endorse checks. We have our own bank stamp to endorse the checks.

**Donations**
All donations must be deposited to Tower Foundation.

**ACCOUNT BALANCE INQUIRIES**
See the Accountant for a computer print-out. They will explain the terminology used on the form. i.e—Credit = Accounts Receivable (deposits)
Debit = Accounts Payable (payments)

Monthly reports will be printed only at your request.

**IMPORTANT:** Obtain a final print-out of your account before the end of the year, June 30th. The books are closed after this date and the information is prepared for the yearly audit report. Only your account balance will be transferred forward for the new fiscal year.

**BALANCING BOOKS**
Books should be kept by the Treasurer, or the person whose name is on the signature card. Periodically check with the Campus Trust Accountant to insure that your books are in balance and up-to-date. If at any time you are in doubt about your account balance, please feel free to contact the Accountant.
If a club member requests the financial status of their club, the information must come from the Treasurer or the signers on the signature card.

CHANGE OF OFFICERS

Please pass on group’s files and this information packet to new officers. Have new officers make an appointment with the Campus Trust Accountant for orientation. A signature card and Master Trust Agreement must be updated when officers change.

EVENTS INVOLVING SCHEDULING AND TICKET SALES

When scheduling an event, PLAN AHEAD, don’t wait until the last minute. Once a date has been established and a room reserved for an event, the following procedures should be followed:

1. Have the scheduling office write all cost estimates on their scheduling form. Bring the form to the A.S.G.S.C for approval. (One Month Before Event).

2. Make sure there’s enough money in your account to cover the above expenses.

3. Fill out requisitions for purchase orders to cover costs.
   a. STUDENT UNION – audio-visual, ID checker, building charges. Make requisition out to: STUDENT UNION.
   b. SJSU UNIVERSITY POLICE – security charges. Make requisition out to: UPD
   c. ASSOCIATED STUDENTS – ticket taker/seller charges. Make requisition out to: A.S. TICKET PAYROLL – ACCOUNT # 71000.180. Check the box for “check”. This request is handled internally and a purchase order is not required.

4. See the A.S. Cashier to make the necessary arrangements in the A.S.G.S.C. She will make sure you have filled out the requisitions properly and will make sure you have ticket sellers.

5. After the A.S. Cashier accepts the requisitions and talks to you about ticket sales, return the approved scheduling form to the Scheduling Office.

6. In 72 hours, return to the A.S.G.S.C and pick up your purchase orders for Student Union, Morris Dailey, and/or UPD. HAND DELIVER the top copy and keep the gold copy until after the event. Turn in gold copy to the Campus Trust Accountant. (He/she will pay final bills.)

7. TICKETS: Talk to the cashier before you print, sell, or do anything with tickets!!! You may use available roll tickets or have them printed.

   Roll Tickets are generally used for day of show, door sales, and drawings. These are provided for your group. There is no charge.
Printed Tickets are generally used for larger events at which advance sales are desired. There are specific rules for selling printed tickets, check with the Cashier for assistance.

EXHIBIT 1

SIGNATURE CARDS

HAVE YOUR SELECTED OFFICERS SIGN A SIGNATURE CARD. IT WILL BE KEPT ON FILE IN THE ASSOCIATED STUDENTS GENERAL SERVICES CENTER.

ONLY TWO (2) PERSONS’ NAMES SHOULD BE ON THE CARD.

ONLY TWO (2) PEOPLE SHOULD BE AUTHORIZED TO SIGN ON THE ACCOUNT FOR CHECKS OR PURCHASE ORDERS.

NO OTHER SIGNATURE WILL BE RECOGNIZED ON REQUISITIONS

This is to certify that either of the persons whose signatures appear below has been authorized to sign requisitions on funds of this organization. This also authorizes the Associated Students General Services Center to deduct funds from the account due Associated Students General Services Center and all campus obligations including charges that the University may have assigned.

DATE

PRINT NAME

SIGNATURE

ADDRESS

CITY

STATE, ZIP CODE

HOME PHONE

CAMPUS PHONE

EMAIL ADDRESS

ACCOUNT #

ORGANIZATION NAME

PRINT ALTERNATIVE/ADVISOR NAME

SIGNATURE

ADDRESS

CITY

STATE, ZIP CODE

HOME PHONE

CAMPUS PHONE

EMAIL ADDRESS

PLEASE HAVE NEW OFFICERS UPDATE THIS CARD EACH SEMESTER. ALSO, PLEASE UPDATE IF THERE ARE ANY CHANGES.
The Wayne Foundation

<table>
<thead>
<tr>
<th>SPECIAL USE</th>
<th>DESCRIPTION OF ITEM OR SERVICE</th>
<th>VENDOR OR PAYEE</th>
<th>AMOUNT</th>
<th>THIS COLUMN FOR OFFICE USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bat Dance Ballroom</td>
<td>Student Union</td>
<td>$337.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Audio Visual Charge</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Indicate disposition of check:

1. Mail to vendor or payee
2. It will be called for
   - (408) 555-1478
   - By RITA

I certify that I have been duly authorized to sign requisitions on the funds of the above account.

Bruce Wayne
ACCOUNT SIGNATURE: Bruce Wayne
Date: 4/23/2021

VERIFIED/APPROVED BY: A.S. Executive Director
Date:
## Exhibit 3

**Requisition for fund**

<table>
<thead>
<tr>
<th>ACCOUNT NO</th>
<th>ACCOUNT NAME</th>
<th>DATE</th>
<th>STUDENTS</th>
<th>ORGANIZATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>22000.5XXX</td>
<td>Wayne Foundation</td>
<td>4/23/2021</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

### INSTRUCTIONS

Select one (1) of the following:

- [x] Please issue a **PURCHASE ORDER** for the items listed below.
  
  (NOTE to Treasurer of Organization: Do not enter more than one vendor on a requisition.)

- Please draw **CHECKS** in payment of the items listed below.
  
  (NOTE: IMPORTANT - Bills, Receipts, Trip Reports, etc. must be submitted with requisition. Subject to holds.)

- Submit **CONTRACT** requests as soon as programming is approved. Allow minimum of 10 days for completion of contract. Check WILL NOT be issued until signed contract is on file in the Associated Students General Services Center.

- [ ] JOURNAL ENTRY (J/E.)

- [ ] BUDGET LINE ITEM TRANSFER

### ALLOW 3 BUSINESS DAYS FOR PROCESSING

<table>
<thead>
<tr>
<th>SPECIAL USE</th>
<th>DESCRIPTION OF ITEM OR SERVICE</th>
<th>VENDOR OR PAYEE</th>
<th>AMOUNT</th>
<th>THIS COLUMN FOR OFFICE USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Open Purchase Order for Copies</td>
<td>Associated Students Print Shop</td>
<td>$100.00</td>
<td></td>
</tr>
</tbody>
</table>

**Indicate disposition of check:**

1. Mail to vendor or payee
   *(enter address under payee named above)*

2. It will be called for
   (408) 555-1478
   
   By
   Rita
   
   (Please Print or Type)

   I certify that I have been duly authorized to sign requisitions on the funds of the above account.

   **ACCOUNT SIGNATURE:** Bruce Wayne
   
   **DATE:** 4/23/2021

   **VERIFIED/APPROVED BY:**

   **DATE:**

   **A.S. Executive Director:**

   **DATE:**

Return signed form to A. S. General Services Center, Main Floor, Student Union. Room 1800, 408.924.6200
## PURCHASE ORDER

**Vendor Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>ASSOCIATED STUDENTS PRINT SHOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Attn.:</td>
<td></td>
</tr>
<tr>
<td>Fax No.:</td>
<td></td>
</tr>
<tr>
<td>Phone No.:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

**Shipping Information**

<table>
<thead>
<tr>
<th>Org. Name:</th>
<th>THE WAYNE FOUNDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Attn.:</td>
<td>BRUCE WAYNE</td>
</tr>
<tr>
<td>Fax No.:</td>
<td></td>
</tr>
<tr>
<td>Phone No.:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

**PO Number**: CO 5XXX

**P.O. Date**: 4/23/2021

Our purchase order number must appear on all invoices, shipping notices, bills of lading, and all correspondence pertaining to this order.

**Requested By**: BRUCE WAYNE

**Vendor No.**: 30 Days from Delivery Date

**Line No.**: 1

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Qty.</th>
<th>Product Description</th>
<th>Unit Price</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>OPEN P.O. FOR COPIES</td>
<td>$100.00</td>
<td>$ 100.00</td>
</tr>
</tbody>
</table>

**NOTE:** THE TOP COPY IS DELIVERED TO THE PRINT SHOP. KEEP THE BLUE COPY FOR YOUR RECORDS.

**YOU DO NOT HAVE TO WORRY ABOUT RECEIPTS WHEN YOU PAY WITH PURCHASE ORDERS. THE VENDOR WILL BILL US DIRECTLY AND THE BOOKKEEPER WILL USE THE BILLING INVOICE AS A RECEIPT.

**ACCOUNT#22000.222**

**VENDOR'S INVOICE(S) SHOULD NOT EXCEED THIS AMOUNT >>**

<table>
<thead>
<tr>
<th>Sub-Total:</th>
<th>$ 100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax:</td>
<td>$ -</td>
</tr>
<tr>
<td>Other Non Taxable Charge:</td>
<td>$ -</td>
</tr>
<tr>
<td>Shipping Charge:</td>
<td>$ -</td>
</tr>
</tbody>
</table>

**TOTAL:** $ 100.00

This purchase order is valid 30 days from the purchase order date, unless a different number of days is stated here: 06/30/15 days

The Associated Students does not authorize any purchase without an original Purchase Order signed in ink by an authorized person. In order to expedite the process, a copy of the purchase will be faxed but would not replace the original.

**Delay in Shipment**: If you cannot fill this order without delay, notify the Associated Students (A.S.), SJSU Purchasing Office immediately of the probable delivery date.

**Changes**: No charge or modification in terms, quantities or specifications may be made without express authorization in writing from the A.S., SJSU Purchasing Office. No other A.S., SJSU officer or employee may authorize changes.

In the event of a dispute, the nonprevailing party will be liable to pay reasonable attorney fees of the prevailing party.

Please mail invoice immediately upon delivery of goods or service.

1. Vendor Original Copy

**CERTIFICATION AND APPROVAL OF PURCHASE ORDER**

I hereby certify on my own knowledge that this order for the purchase of the items specified is issued in accordance with the procedure prescribed by law governing such items for the Trustees of the CSU and that all such legal requirements have been met.

**BY:**

AUTHORIZED SIGNATURE

**Contact Name:**

**Department Name:** A.S. General Services Center

**Direct Line:** (408) 924-6210

**Fax Line:** (408) 924-6220

**Email Address:**

FOR INTERNAL USE ONLY

**Account Number:**
## Requisition for Fund

<table>
<thead>
<tr>
<th>ACCOUNT NO</th>
<th>ACCOUNT NAME</th>
<th>DATE</th>
<th>SPECIAL USE</th>
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<th>VENDOR OR PAYEE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>22000.5XXX</td>
<td>Wayne Foundation</td>
<td>4/23/2021</td>
<td>Reimburse</td>
<td>Supplies for Luau Event</td>
<td>Penny Perfect</td>
<td>$23.81</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advance</td>
<td>Need to set up change for a BBQ sale, 9/15 in front of Student Union</td>
<td>Billy Deal</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

### INSTRUCTIONS

Select one (1) of the following:

- [ ] Please issue a PURCHASE ORDER for the items listed below.
  (NOTE to Treasurer of Organization: Do not enter more than one vendor on a requisition.)

- [x] Please draw CHECKS in payment of the items listed below.
  (NOTE: IMPORTANT - Bills, Receipts, Trip Reports, etc. must be submitted with requisition. Subject to holds.)

- [ ] Submit CONTRACT requests as soon as programming is approved. Allow minimum of 10 days for completion of contract. Check WILL NOT be issued until signed contract is on file in the Associated Students General Services Center.

- [ ] JOURNAL ENTRY (J/E.)

- [ ] BUDGET LINE ITEM TRANSFER

### ALLOW 3 BUSINESS DAYS FOR PROCESSING

**Indicate disposition of check:**

1. Mail to vendor or payee
   *Enter address under payee named above*

2. It will be called for
   By (408) 555-1478
   
   (Please Print or Type)

   I certify that I have been duly authorized to sign requisitions on the funds of the above account.

   **ACCOUNT SIGNATURE:**
   **Bruce Wayne**

   **DATE:** 4/23/2021

Return signed form to A. S. General Services Center, Main Floor, Student Union. Room 1800, 408.924.6200
EXHIBIT 5

EXAMPLE OF HOW TO TURN IN RECEIPTS THAT ARE REQUIRED

REIMB. FOR SUPPLIES FOR LUAU EVENT

** ORIGINAL RECEIPT(S) REQUIRED.
DEPOSIT CASH BACK TO YOUR ACCOUNT. TELL COUNTER CLERK TO WRITE “RETURN ON ADVANCE”.

THE PINK COPY OF THE “WHIZTAG” SHOULD BE TAPED TO A PAPER.

** The club requisition for an ADVANCE. - $70.00. They didn’t need to spend the full amount. The difference was redeposited back into their account.
EXAMPLE OF A DEPOSIT RECEIPT. KEEP THE PINK/GOLD COPY FOR YOUR RECORDS.

ASSOCIATED STUDENTS
GENERAL SERVICES CENTER
SU Rm. 1800
San Jose, CA 95192-0129
(408) 924-6200
SAN JOSE STATE UNIVERSITY

22000.5XXX

THE WAYNE FOUNDATION

Account

Depositor
BRUCE WAYNE

Receipts From
MEMBERSHIP DUES

18 x 10.00 EA. = 180.00

Received by
AS/DRT

COIN

CURRENCY

CHECKS

196840

TOTAL

180 00

EXAMPLE OF A DEPOSIT RECEIPT. KEEP THE PINK/GOLD COPY FOR YOUR RECORDS.
CAMPUS ORGANIZATIONS
RECEIPT LETTERS

Date: ________________

Organization Name: ____________________________

Account Number: ________________________________

Check Number: _________________________________

Receipts for the check made out to ___________________ for the amount of $ ________
are not available because
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Our organization recognizes and authorizes that the funds were used for
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Thank you for your help in this matter.

Name: ________________________________

Signature: _____________________________

Position in Organization: __________________

Revised 03/15
Campus Organization Deposit Form
All fields must be filled out
Please Print

Account No. ___________________________ Date: __________

Account/Student Organization Name
(Please use your recognized name registered under student involvement. No abbreviations or acronyms)

Description:
(Where the money is coming from?)

<table>
<thead>
<tr>
<th>BREAKDOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>COINS</td>
</tr>
<tr>
<td>CURRENCY</td>
</tr>
<tr>
<td>CHECKS</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

No. of Checks: ______

Account Officer Name (Print)

__________________________
Account Signature

__________________________
Date