



**ASSOCIATED STUDENTS**  
SAN JOSE STATE UNIVERSITY

**General Services Center**  
One Washington Square  
Student Union, Room 1800  
San José, CA 95192-0129  
t: 408-924-6200  
f: 408-924-6220  
as.sjsu.edu

## **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**

## 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.

ALL RSO'S OFFICERS FROM NOW ON 9/3/2024 MUST PROVIDE THE ADDITIONAL INFORMATION FOR PAYEE'S:

- (1) Name
- (2) Student ID# (IF SJSU STUDENT)
- (3) Cellular phone number
- (4) Personal email address
- (5) Mailing address

## 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 30<sup>th</sup>. 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		PRINT ALTERNATIVE/ADVISOR NAME	
SIGNATURE		SIGNATURE	
ADDRESS		ADDRESS	
CITY	STATE, ZIP CODE	CITY	STATE, ZIP CODE
HOME PHONE	CAMPUS PHONE	HOME PHONE	CAMPUS PHONE
EMAIL ADDRESS		EMAIL ADDRESS	
ACCT #	ORGANIZATION NAME		

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



**ASSOCIATED STUDENTS  
SAN JOSÉ STATE UNIVERSITY  
Requisition for Fund**

**ORGANIZATION INFORMATION**

ACCOUNT NUMBER <b>22000.5XXX</b>	DATE <b>04/23/2021</b>
ACCOUNT NAME <b>Wayne Foundation</b>	
<input type="checkbox"/> A.S. Funding	<input type="checkbox"/> Campus Organization

**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.)
- 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
- BUDGET LINE ITEM TRANSFER

**ALLOW 3 BUSINESS DAYS FOR PROCESSING**

DESCRIPTION	
<b>TYPE OF REQUEST</b> <input type="checkbox"/> ADVANCEMENT <input checked="" type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> OTHER: _____ _____ _____	<b>REASON FOR CHECK</b> <b>Supplies for Luau Event</b>
VENDOR/PAYEE INFORMATION	
<b>MAKE PAYABLE TO:</b> <u>Penny Perfect</u> <b>ADDRESS:</b> <u>1 Washington Sq, San Jose, CA 95192</u> _____ _____ <b>AMOUNT:</b> <span style="border: 1px solid black; padding: 2px;">\$ 23</span> <span style="border: 1px solid black; padding: 2px;">81</span> <b>PHONE NUMBER:</b> <u>(408) 555-1478</u> <b>PERSONAL EMAIL:</b> <u>penny.perfect@sjsu.edu</u> <b>SJSU ID (IF APPLICABLE):</b> <u>019999999</u> <b>INDICATE DISPOSITION OF CHECK:</b> <input checked="" type="checkbox"/> MAIL <input type="checkbox"/> IT WILL BE CALLED FOR BY: _____	<b>FOR OFFICE USE ONLY</b>

I certify that I have been duly authorized to sign requisitions on the funds of the above account.  Account Signature: <u>Bruce Wayne</u> Date: <u>04/23/2021</u>	VERIFIED/APPROVED BY: _____ Date: _____  A.S. Executive Director: _____ Date: _____
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Return signed form to A.S. General Services Center, Main Floor, Student Union. Room 1800, 408.924.6200





**EXHIBIT 6**

**ASSOCIATED STUDENTS  
GENERAL SERVICES CENTER**  
SU Rm. 1808  
San Jose, CA 95192-0129  
(408) 924-6200  
SAN JOSE STATE UNIVERSITY

4/23 20 21

**22000.5XXX THE WAYNE FOUNDATION**

Account \_\_\_\_\_

Depositor **BRUCE WAYNE**

Receipts From \_\_\_\_\_

RETURN ON ADVANCE-FR. 6/28/15

GROUP DIDN'T SPEND FULL AMOUNT

REDEPOSIT = \$11.58

Received by	<b>DRT</b>		
<b>COIN</b>			<b>58</b>
<b>CURRENCY</b>		<b>11</b>	
<b>CHECKS</b>			
<b>196840</b>		<b>11</b>	<b>58</b>
	<b>TOTAL</b>		

FR 10 3/78



SAN JOSE #148  
2201 CENTER RD.  
SAN JOSE, CA 95112  
LW & ET 90-102204  
MEMBER #111835982553 1T

E 782796 KSWATER40PK .00  
E46900000000 CA REDEMP VA 3.39  
E46900000000 CA REDEMP VA 2.00  
**VOID**  
E 782796 KSWATER40PK 3.39-  
**VOID**  
E46900000000 CA REDEMP VA 2.00-  
E 782796 KSWATER40PK 3.39  
E46900000000 CA REDEMP VA 2.00  
E 33834 HOT DOG BUN 2.49  
E 33834 HOT DOG BUN 2.49  
E 44004 KS TORTILLA 3.49  
E 52244 HAMBURGER BUN 2.49  
E 52244 HAMBURGER BUN 2.49  
E 13334 TRKY FRANKS 6.59  
E 22724 BEEF PATTIES 32.99  
TOTAL NUMBER OF ITEMS SOLD = 8

**TOTAL** 58.42  
VF EFT/DEBIT 58.42

XXXXXXXXXXXXXXXXXXXX SWIPED  
02/06/15 14:32 PIN USED  
Serial: 005480 App#: 171282  
EFT/DEBIT Resp: RA  
Trans ID#: 603743356000  
Merchant ID 99014811

APPROVED - PURCHASE  
AMOUNT: \$58.42

0148 012 0000000105 0226

CHANGE .00  
TOTAL NUMBER OF ITEMS SOLD 8  
CASHIER: MARIES R. REG 12  
02/06/2015 14:31 0148 12 0228 105

CA TAXES PAID ON ANY TOBACCO PURCHASE  
\* THANK YOU - COME AGAIN \*

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.

**EXHIBIT 7**

**ASSOCIATED STUDENTS  
GENERAL SERVICES CENTER**

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

4/23 20 21

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 (2)

**196840**

TOTAL

100 00

80 00

180 00

F810 3/78

**EXAMPLE OF A DEPOSIT RECEIPT. KEEP THE PINK/GOLD COPY FOR YOUR RECORDS.**

**EXHIBIT 8**



**ASSOCIATED STUDENTS**  
**SAN JOSE STATE UNIVERSITY**

General Services Center  
One Washington Square  
Student Union, Room 1800  
San José, CA 95192-0129

t: 408 924 6200

f: 408-924-6220

as.sjsu.edu

**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:** \_\_\_\_\_

**EXHIBIT 9**



**ASSOCIATED STUDENTS**  
**SAN JOSE STATE UNIVERSITY**

General Services Center  
One Washington Square  
Student Union, Room 1800  
San José, CA 95192-0129

t: 408-924-6200  
f: 408-924-6220  
as.sjsu.edu

**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?)

**BREAKDOWN**

COINS	\$	
CURRENCY	\$	
CHECKS	\$	
TOTAL	\$	

No. of Checks: \_\_\_\_\_

\_\_\_\_\_  
**Account Officer Name (Print)**

\_\_\_\_\_  
**Account Signature**

\_\_\_\_\_  
**Date**