

2015-2016 CLUB FUNDED ACCOUNT TREASURER'S PROCEDURES

Club accounts are funded from fundraisers, dues, fees and donations generated by the members of each Individual clubs. You must be a club in good standing to open a Club account.

Each club must have an account in EagleSync with a list of current officers. If your officers or advisor changes during the school year please update in EagleSync.

In addition each Club must have a completed Officer form on file in SHW125. This year's is **BRIGHT PINK**. If any of your Officers change during the school year please change it on the existing form. If you need a new form you will find it on Student accounting website <http://access.ewu.edu/Student-Life/Student-Accounting.xml>.

Check request forms-these forms are found at SHW125 and must be signed by your Club/Organization's advisor and treasurer. This form is in duplicate so therefore not on the website.

-At the bottom of the form on the "in payment of the following" line, please specify whether the check is for an "advance" or "reimbursement" including the details of what the check is for.

-Advance- Receipts for advance checks must be turned in immediately after those purchases are made. Always indicate the **original check number** and your club or organization name on the **receipt**. Always request a receipt if for some reason you are not given one.

NOTE: If you have money left over you must deposit it back into your club account at the Customer Service desk in the bookstore. **Always include the original check number on the deposit form.**

-Reimbursement-if a request is for a **reimbursement** you must attach the receipts to the check request. The check will only be written for the total of the receipts. **If one person has multiple receipts for reimbursements they can all be processed on one check.**

It is always wise to retain a copy of your receipts for your records. If you make copies i.e. on your phone or scanner and store them you will have copies if the originals get lost.

Bring the completed check request forms to SHW125. Checks are cut daily so if the form is turned in before 3 pm you can expect to pick up the check after 10 am the following day. We will always work with you if an emergency comes up so don't hesitate to talk to us about it.

Transfer request:

When multiple clubs are working on joint projects and each has a Club account we can transferred funds from one account to the other. Transfer forms can be found in SHW125 and Student Accounting website <http://access.ewu.edu/Student-Life/Student-Accounting.xml>.

APPROPRIATE USE GUIDELINES:

Club accounts are similar to a checking account for your club.

1. A check request for larger amounts will need to be reviewed by Student Accounting (SHW125) before they are processed.
2. Larger requests may require a purchase order. Purchase orders may take up to three weeks to process so plan ahead.
3. Student Accounting has a University Corporate credit card that can be used for some purchases. **Always check with our office before all purchases.**
4. There are certain items that must be purchased from specific vendors so always check with the Student Accounting office first.
5. In addition this office has open purchase orders with some local vendors for the students use.
6. A request to **pay for services (a performer, a disc jockey, etc.)** on campus will need to be processed on a **Memorandum of Agreement (MOA)** which provides a contract and liability protection for the University. The forms can be found on the Student Accounting website.

This process can take some time as the Vendor needs to sign and return the MOA then it is processed through Purchasing before being sent to Accounts Payable for a check to be cut. **Plan on between a month to six weeks for this process to be complete.** If you have questions contact Cathy Richter at 359-7891 or crichter@ewu.edu.

DEPOSITS Deposit slips can be found in SHW125, at the EWU Bookstore customer service desk as well as the Student Accounting Web site <http://access.ewu.edu/Student-Life/Student-Accounting.xml>.

- a. **Yellow deposit slips** are used to process Club Funded deposits at the bookstore customer service Desk. Always note the source of the funds i.e. fundraiser, dues. **You can put multiple deposit types on one deposit as long as there is a good description and breakdown of each.**
- b. When depositing checks make sure they are made out to your club/organization.
- c. When depositing money left from an **advance** check always note the **original check number** and a good description of the program or purchase.

We are all ultimately responsible to the Auditors and we need to be able to show a good “paper trail” on all the money and receipts for purchases from Club Funded Accounts.

PLEASE NOTE THAT YOUR ACCOUNT CAN BE FROZEN IF SPECIFIC PROCEDURES ARE NOT FOLLOWED INCLUDING OUTSTANDING RECEIPTS.

-Voiding Checks: If you need to void a check **YOU MUST BRING IT BACK TO STUDENT ACCOUNTING OFFICE SHW125. NEVER DESTROY IT.** We must retain the original check for our files for audit purposes. If a check is lost or stolen notify Student Accounting immediately.

-Account Statements: A printout of your Club Funded account can be obtained in the Student Accounting office at any time. This report can be e-mailed to you by contacting Terri @ tking2@ewu.edu. If you find any discrepancies please contact Terri King right away at 359-6716. It is the clubs responsibility to monitor their accounts as well.

-Prompt cashing of checks: Please encourage everyone to **cash their checks promptly** as this allows us to keep your records current without a lot of outstanding checks. **If un-cashed checks are older 60 days they will be voided.**

-End of the Quarter: This is usually a hectic time for all. Please encourage everyone to turn in receipts as they get them. It is important to discourage waiting until the end of quarter to turn in paperwork and receipts. It might be a good idea to set a deadline to guarantee getting paperwork in a timely manner.

Travel: Off campus travel requires the completion of approved Travel Authorization and Student Waiver forms on EagleSync. The Dean of Students must approve all travel in EagleSync before incurring expenses. If you have EagleSync questions contact Sundi Musnicki at 359-7051 or email at smusnicki@ewu.edu.

Fundraising: Fundraising requests must be completed as an event in EagleSync once your club/organization has an account. There will be several approval steps and make note that your fundraiser must be fully approved before it goes forward.

The Application to Raise Funds and Declaration of Funds Raised forms are in EagleSync and are part of the Fundraiser approval process.

Any problems, questions, confusion: Please feel free to contact us at Student Accounting in SHW125 Terri King -6716, Cathy Richter -7891.

We are here to help with all Club Funded issues. Often we have a way to make your purchase process easier. Always check with our office first.

Alcohol or tobacco products cannot be purchased with Club Funded or ASEWU funds in line with EWU and Washington State policy.