

ASSOCIATED STUDENTS AGENCY FUND APPLICATION INSTRUCTIONS

According to the State*, each trust fund or agency fund established should be supported by an authorizing document, which will remain on file in the Associated Students (A.S.) Accounting & Financial Services Office. This Agency Fund Application serves as that document and states the type of fund, source of income, purpose of the fund, time constraints, person(s) authorized to withdraw or expend funds, sample signatures, reporting requirements, instructions for closing the fund, and disposition of balance in the fund. This documentation will be retained until the fund is dissolved. Please type or print neatly, in blue or black ink, except where signatures are requested.

DESCRIPTION OF THE PURPOSE OF THE FUND

Please indicate why an agency fund is needed (for example, to learn more about the field of biology).

SOURCE OF REVENUE

Indicate the sources of dollars (from fundraisers, dues, sponsorships, etc.) that will be deposited into this fund.

EXPENDITURE CATEGORIES

Indicate the type of expenditures that will be made from the fund (e.g., printing, equipment, salaries, personal services, etc.) Disbursements from an agency fund should be made only for the purpose for which the agency fund was established.

FUND DURATION

Please indicate the approximate date the fund will close, or write “indefinitely” if the fund is expected to be permanent.

DISPOSITION OF FUNDS

Please indicate who to contact if the fund ever becomes inactive (i.e. no transactions in 24 months). Any fund left inactive for two consecutive fiscal years will be closed, and any remaining balance will revert to Associated Students as deemed appropriate by the A.S. Senate.

SIGNATURES REQUIRED TO ESTABLISH FUND

These signatures indicate that the signer has reviewed the request to establish or modify an agency fund and is in agreement with the need for the fund, the stated purpose for the fund, and/or the change requested.

<i>Officer:</i>	Required for chartered clubs, groups, or organizations with elected officers.
<i>Additional Signer:</i>	Optional: Another officer of the chartered club, group or organization.
<i>Fund Advisor:</i>	Authorized to sign requisitions, disbursements, and contracts. Advisor’s signature affirms signature of officer and adherence to purpose of account.
<i>A.S. General Manager:</i>	Reviews fund request for congruence with A.S. policy.
<i>University Controller:</i>	Reviews fund request for conformity with campus and CSU policy.

* Per State Administrative Manual (SAM) 19440.1

ASSOCIATED STUDENTS AGENCY FUND GUIDELINES

FUND BALANCES

Fund must be opened with a deposit of no less than \$25. A \$10 minimum must be maintained in the fund to keep it from being automatically closed.

FUND FEES

At this time, the Associated Student (A.S.) does not charge an additional administrative fee on agency funds. However, that may change in the future. Appropriate notice will be given in the future if/when a fee is approved.

USE OF THE FUND

Fund holders may use the fund only for the purpose listed in the application but, never for the purchase of alcohol, tobacco, or firearms.

DEPOSITS

Complete an A.S. deposit slip, and deliver it to the A.S. Accounting & Financial Services. Please list the currency and checks attached, the source of the funds, and/or the reason for the deposit. Also include the person responsible for the deposit, and his/her telephone number. Please do not carry large amounts of cash without an escort from Campus Police. Checks **must** be made payable to “**Associated Students**”, or “**A.S.**”. Checks should have the department or Agency fund number written on the back.

WITHDRAWALS

Withdrawals are made from the fund by presentation of a properly completed and authorized A.S. expenditure request. The process typically takes 5 – 7 working days from the time the document is authorized by your fund advisor, and is delivered to the A.S. Accounting & Financial Services. Expenditure request forms are available on the A.S. website, under Forms, or you can pick up the form at the A.S. Administrative Suite at x2389 (where the Accounting & Financial Services Office is also located). To complete the form, please provide the following: date, amount, payee, payee address, account number, fund number, department name and number, and then a description of what you are purchasing, often an invoice number, or other reason for the disbursement. Attach the appropriate back-up documentation. The person requesting the payment must note whether the payment is to be picked up, or mailed. A contact phone number must be provided in case there are questions regarding the disbursement. The fund advisor must approve the expenditure request before it is presented at the A.S. Accounting & Financial Services for processing. By signing the expenditure request, the advisor is acknowledging that the expenditure falls within the guidelines for which the fund was established. Only original signatures and documents will be accepted.

Purchase orders can be used to guarantee payment. If you are doing business with a vendor that requires a purchase order, check off that box on the expenditure request form, and include the quote or other appropriate backup documentation to describe the purchase.

Campus services require a service requisition in order to obtain services. Service requisition request forms are located on the A.S. website. Bring your completed form, including estimated amount and fund advisor signature, to A.S. Accounting & Financial Services for processing and approval.

Meeting Service requisition forms from the University Student Union must be signed by the advisor, and include the tentative confirmation reservation agreement in order for A&FS to approve the charge.

Cash withdrawals are not available from the fund. Checks are issued on a scheduled basis. If you need a check issued on an emergency basis, please fill out the expenditure request in the normal manner. When presenting it at the A.S. Accounting & Financial Services, state your need for an expedited check. The staff will attempt to accommodate your need whenever possible.

Cash Advances can be requested only when there is a specific need for an advance of funds. They are only issued when all other courses of action have been exhausted. A cash advance request form must be completed, signed by the individual who will be in charge of the advance. Attach additional paperwork to substantiate your purchase request (quotes, etc.). With a signed expenditure request form, turn the paperwork into the A&FS office for processing. Please allow sufficient time for your request to be processed (5 – 7 days). Only one advance may be allowed at a time. Cash advances must be returned within two business days (48 hours) of the event/activity that required the advance. Original receipts must be returned, along with any unused cash, in the advance envelope that is issued with the advance.

MONTHLY STATEMENTS

A statement of your fund and account activity will be issued at the beginning of each month. The detail will include all activity that was processed in the prior month. Statements will be sent by e-mail to the individual who was designated to be the fund statement recipient on the agency fund application. Please check over your statement each month, and inquire about any discrepancies between the fund statement, and your records. It is your responsibility to ensure that your fund and account balances are correct.