STUDENT ORGANIZATION
AGENCY ACCOUNT POLICIES

Procedures and Terms of Agreement

Registered student organizations may open and maintain an agency account on campus through the Center for Student Involvement. **This account has a $35 annual fee.** Although it differs from a typical bank account in that you have no checkbook, it may be used as the organization's general operating fund for all income, expenditures and campus recharges.

Benefits of an Agency Account

1. It provides access to financial services on campus.
2. It is required to reserve campus facilities.
3. It is required to receive CFC grants and loans and most other campus grants.
4. Most campus departments require it to recharge for services (e.g., audiovisual equipment, catering, security, stage, tables, chairs, etc.)

Terms and Conditions for Student Organizations

1. These terms and conditions represent a summary of the UC Davis Policy & Procedures Manual 330-09 "Financial Management and Services," which prevails over these terms and conditions.
2. The five designated student leaders have signed and agreed on the organization's registration that they may be held personally liable, collectively or individually, for any debts or obligations, including an overdrawn agency account, owed to the university by their organization. They consent to having holds placed on their transcripts and registration materials should such action be deemed appropriate. They are aware that there will be a $25.00 charge to release any hold placed on their student organization.
3. Agency accounts expire on June 30 of each year.
4. If an organization fails to re-register for two consecutive years or does not activate their agency account within two years, it will be closed and any remaining cash balance will be transferred to CSI to support student organizations.

Opening, Renewing and Updating an Agency Account

1. **Opening a new account** - You may open a new account at any time during the year once your organization is registered. You are required to list the primary leader and financial officer as the authorized signers on the agency account. Your application will be reviewed within 10 working days.
2. **Renewing your account** - If your group has an agency account from the previous year, you must renew the account at the same time that you re-register your organization for the current academic year.
3. **Updating your account** - You may update your agency account through the group portal in OrgSync at any time during the year should you need to change one or both of the officers listed as authorized signers. Your updated application will be reviewed once all officers have reviewed the application and submitted the terms and conditions. Once approved, you will receive a notification of approval via email. You do not have to pay a fee to update your account. All accounts expire on June 30 of each year.
4. **Closing your account** - To close an account, the treasurer on the account must notify Center for Student Involvement in writing or by e-mail to getinvolved@ucdavis.edu and include the date by which you wish the account to be closed. If you have funds in your account, make sure to withdraw them before closing the account.

Deposits

1. All checks must be made payable to UC Regents.
2. Complete and submit a deposit request form (https://orgsync.com/22274/files/233458/download) to the Business Center at 156 ARC Monday-Friday 11:00am-8:00pm and Saturday 10:00am-4:00pm.
3. The Business Center will process all deposits. These deposits will be credited to your account within three business days.

Withdrawals

1. Only the President or Treasurer are permitted to requests checks.
2. Complete and submit a check request form (https://orgsync.com/22274/files/281914/download) to Center for Student Involvement.
3. If a check is requested for one of the two authorized signers for the account, the other signer must sign the check request form.
4. Checks will be mailed within 10 working days.
5. If the check is made payable to a business, the check request must include the tax ID# and address of the business.
6. Honoraria check request must include the social security number and address of the check recipient.

   Honoraria: To pay someone to perform a service, i.e., performance, workshop, lecture, etc., the check must be made directly to the person giving the service. Honorariums to members of your organization are not permitted under tax regulations. An honorarium is considered income to the person giving the service. If you wish to give the check to the person at the time of the service, please submit the check request 3-4 weeks in advance to make sure the check is ready on time.

Verification of Account Balance

The President or Treasurer can request account balance or transaction listings by submitted a request through OrgSync (https://orgsync.com/22274/forms/58570).

Overdrawn Account

If your account is overdrawn, it will result in a negative balance. A hold will be placed on your account and your organization will lose campus privileges. In addition, holds may be placed on your transcripts and registration materials. To clear the hold, the overdrawn account must be cleared and a $25 hold release fee must be paid to CSI. After you have completed a deposit, take the receipt for your deposit with the $25 hold release fee to CSI, 438 MU, to clear the hold.

If you have questions regarding the initial application for an account, see CSI in 438 MU or call 752-2027. For questions regarding check requests, deposits, billing or account balances, contact the Business Office in 461 Memorial Union or call 752-2027 before closing the account.