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.).
5. It enables you to establish a gift account for deposit of donations that are tax deductible (with a 6% University assessment).

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 30th of each year.
4. If an organization fails to re-register for two consecutive years or does not activate its 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. Your account will be activated within 10 working days following payment of the annual fee.
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. Renewed accounts will be activated within 10 working days of registration if sufficient funds are available in the account. Accounts with insufficient funds will be activated within 10 working days following payment of the annual fee.
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 30th 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. All five officers must consent to closing of the account.

Verification of Account Balance

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

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 9:00am – 8:00pm and Saturday & Sunday 10:00am-4:00pm
3. The Business Center will process all deposits. These deposits will be credited to your account within three business days.

Agency Account Transaction Request Form
https://orgsync.com/22274/forms/216440

This form is used for all Agency Account transaction requests, including:

- **Departmental Sponsorship**: when your Registered Student Organization (RSO) has been approved for a grant/funding from another department
- **Check Request**: when you would like to request funds for reimbursement, transfer to off-campus bank account, or to pay vendor or for services provided
- **Transfer of funds to another RSO Agency Account**: when you would like to transfer funds from your RSO's agency account to another RSO's agency account

Only one transaction type can be requested at a time.
Only the President/Primary Officer or Treasurer/Financial Officer (as listed on the RSO's registration in OrgSync) are permitted to submit transaction requests.
Transactions will be processed within 15 business days (3 weeks) from the date the form is approved. Time sensitive requests or those with deadlines should be submitted with that processing timeline in mind.

Withdrawals/Check Requests

1. Complete and submit a check request online through OrgSync (https://orgsync.com/22274/forms/216440).
2. If a check is requested for one of the two authorized signers for the account, the other signer must submit the check request form.
3. Checks will be reviewed and processed within 10 working days.
4. If the check is made payable to a business or in the name of the student organization, the check request must include the tax ID# and address of the business (W9 form)
5. Honoraria check requests must include the email address of the check recipient. This person will be sent a link to upload a completed W-9 form (Request for Taxpayer Identification Number and Certification).

   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. Honoraria 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 4-6 weeks in advance to make sure the check is ready on time.

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 to clear the hold.

Departmental Sponsorship Procedures
When granted funding from a department, a Student Organization representative will begin by submitting the Departmental Sponsorship Form online through OrgSync (https://orgsync.com/22274/forms/216440). Only the President/Primary Officer or Treasurer/Financial Officer (as listed on the RSO's registration in OrgSync) are permitted to submit transaction requests.
In order to receive department sponsorship, the appropriate department personnel must complete a supplemental form through OrgSync which will be sent to them when the Departmental Sponsorship Form is submitted.

The departmental sponsorship procedures can be found here: https://orgsync.com/22274/files/673268/download

Departmental Sponsorship cannot be transferred to an account without an expense. This can be either on-campus charges or the group submitting a check request. Indicate on the submission if this is for on-campus charges. If it is not on-campus charges a check request will need to be submitted by either the President or Treasurer. Check request for sponsorships cannot be made to individual members of the organization. A check can be requested made payable to the organization and deposited into an off-campus account or into the agency account.

If you have questions regarding the activation of an account, check requests, departmental sponsorships, W-9 forms, deposits, billing, account balances or information on gift accounts, please contact the Center for Student Involvement.