Agency Account Transaction Request Form Walkthrough

Please utilize this form 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 to an individual or for deposit in RSO agency account or off-campus bank account, or to pay vendor or for services provided

Transfer of funds to another RSO Agency Account: 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.

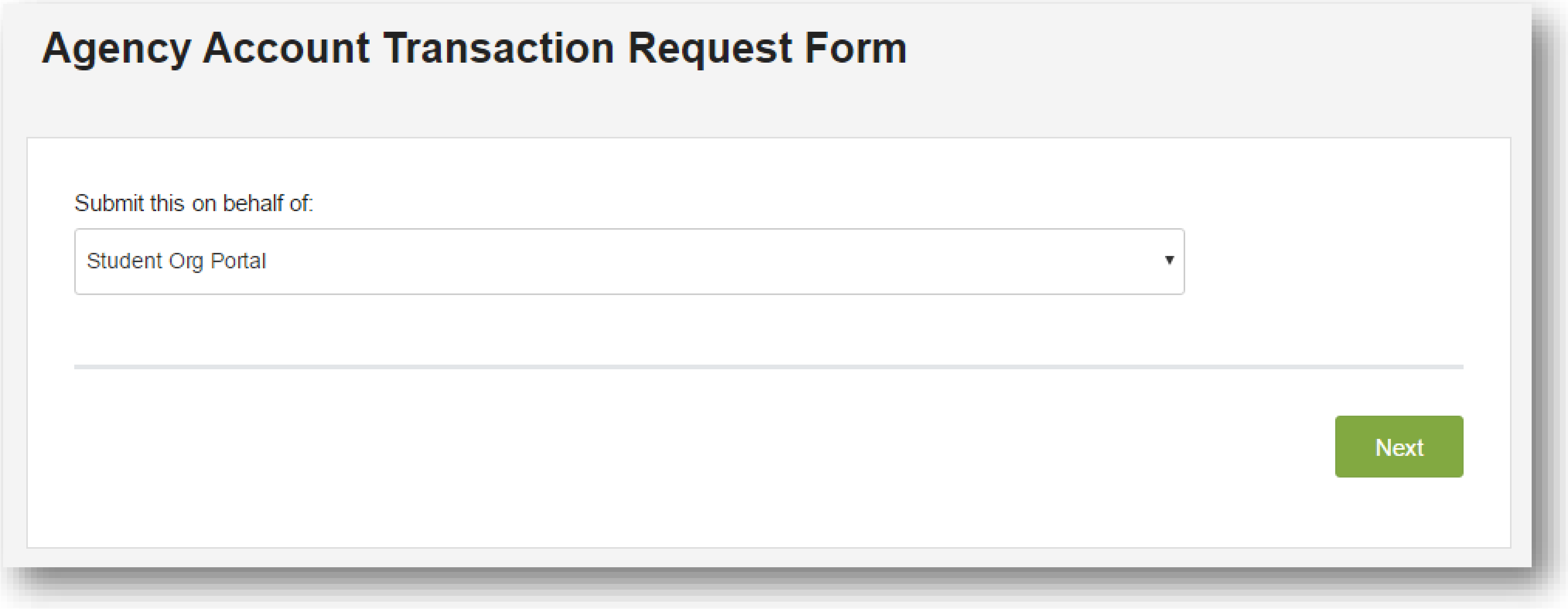
Only the President/Primary Officer or Treasurer/Financial Officer (as listed on the RSO's registration in OrgSync) are permitted to submit transaction requests.

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.

If you would like to know your Agency Account's account balance or transaction listings, complete the Agency Account Information Request Form.

To access the Agency Account Transaction Form, visit your student org's portal on OrgSync and click Forms.

1. Choose your Registered Student Organization (RSO) name.



2. Submit Transaction Type & RSO Information

Transaction Type & RSO Information

Transaction Type REQUIRED

- (●) Departmental Sponsorship
- ( ) Check Request
- ( ) Transfer of funds to another RSO Agency Account

Refer to page 1 of this tutorial for descriptions, then choose the correct option.

Registered Student Organization (RSO) Name REQUIRED

Davis Service Club

RSO Agency Account Number REQUIRED

This is your 7-digit Agency Account number. This number can be found in your student org's OrgSync portal in Part III: Agency Account under the Settings > Organization settings function on the right side of screen.

8060000

You can find your agency account number under Settings > Organization settings on your OrgSync portal. This number will always start with 806.

7 characters

Validation
Valid input may include: Numeric - ex: 1111
Character count must be between 7 and 7.
Spaces are not allowed.
Punctuation is not allowed.

Position of RSO Officer Submitting Request REQUIRED

- (●) President/Primary Leader
- ( ) Treasurer/Financial Officer

You must be a President/Primary Officer or Treasurer/Financial Officer to complete this form.

RSO Officer Name REQUIRED

Test

RSO Officer Email Address REQUIRED

test@ucdavis.edu

Validation
Valid input may include: name@myschool.edu

Departmental Sponsorship

A **Departmental Sponsorship** is utilized when your Registered Student Organization (RSO) has been approved for a grant/funding from another department. The authorized department approver for this sponsorship must complete the necessary departmental information.

Department providing sponsorship funding REQUIRED

SRRC

Event Date

If the sponsorship funds are to be used for an event, please list the date of the event.

Oct 31, 2016

Purpose of Sponsorship REQUIRED

List what the funds will be used for. Departments will be responsible for verifying that all sponsorship funds are used for the purpose described.

Room reservation fee

Sponsorship Amount REQUIRED

$45

Departmental Review & Approval REQUIRED

Enter the email address of the authorized department approver for this sponsorship. The authorized department approver will be automatically notified via email that this form is pending their approval. This person will need to review the form and complete the information for this section.

If your sponsorship/grant is coming from one of the below offices, please enter the respective email address for the departmental approver.

SRRC: mallamas@ucdavis.edu
LGBTQIA Resource Center: eacote@ucdavis.edu or chzwa@ucdavis.edu
CCC: ccc@ucdavis.edu
WRRC: ateodorson@ucdavis.edu

mallamas@ucdavis.edu

This email address is VERY important! When you complete the form, this person will receive an email with a request to verify and approve the sponsorship.

Validation
Valid input may include: name@myschool.edu

Authorized Department Approver Name REQUIRED

Mayra Llamas

Authorized Department Approver Phone Number REQUIRED

123-456-7890

Validation
Valid input may include: must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Departmental Sponsorship (cont'd)

A **Departmental Sponsorship** is utilized when your Registered Student Organization (RSO) has been approved for a grant/funding from another department. The authorized department approver for this sponsorship must complete the necessary departmental information.

Is this funding for on-campus charges? REQUIRED

On-campus expenses will be charged directly to your Agency Account by a department on campus. If funding is not for on-campus charges, you will be directed to continue to the next page to complete the Check Request.

- (•) Yes
- ( ) No

Other Comments/Information Relevant to this Transaction Request

Please include any additional notes from the student org to the request processor.

Please read thoroughly!

On-campus expenses will be charged directly to your Agency Account by a department on campus.

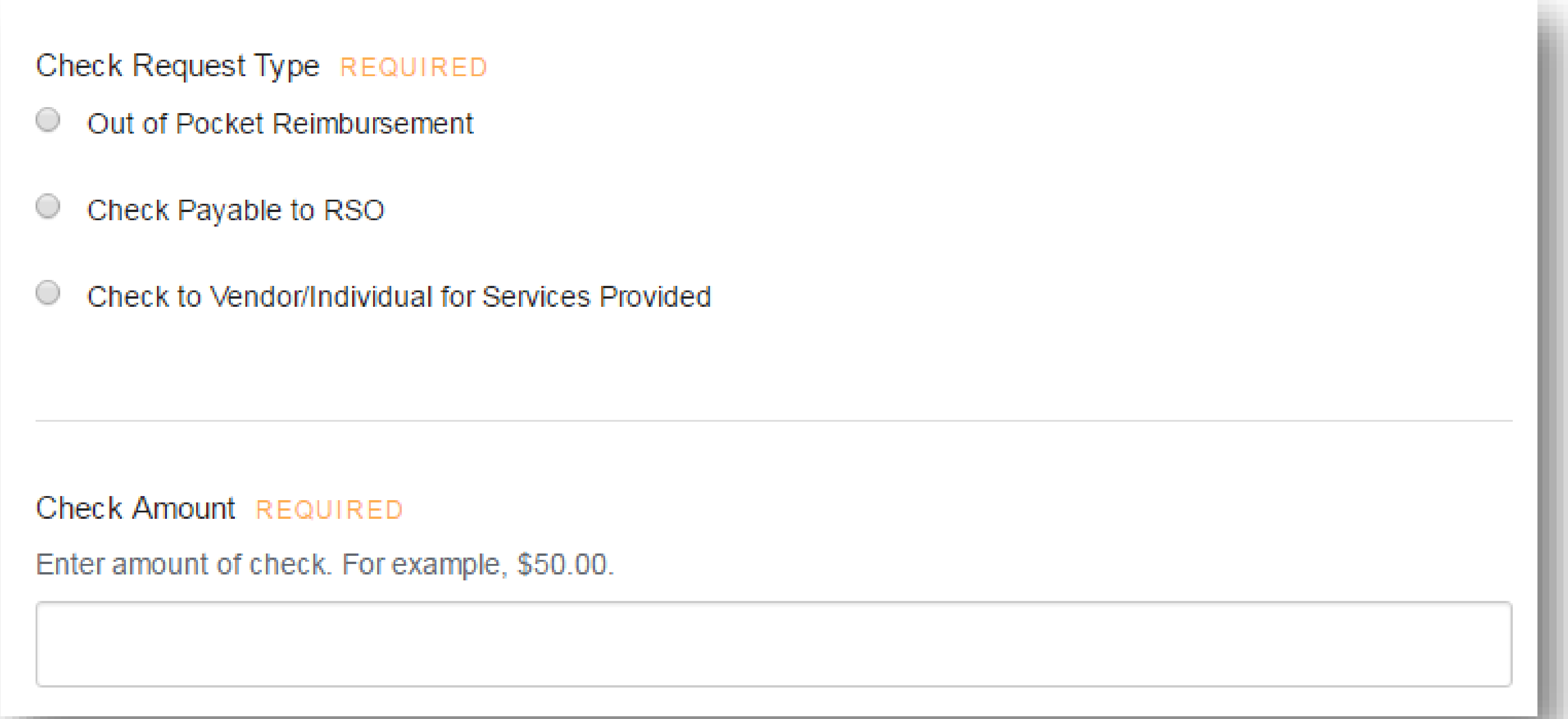
If funding is **not for on-campus charges**, you will be directed to continue to the next page to complete the Check Request. <u>RSOs no longer need to submit two separate forms when requesting a departmental sponsorship fund transfer and a check request.</u>

Check Request

A Check Request is to be used to request a check using the funds from your student organization Agency Account. Types include:

Out of Pocket Reimbursement: when you want the check to go to an individual other than yourself
Check Payable to RSO: when you want the check to be written out in the name of the organization. (The check can be deposited into the on- or off-campus bank account, if applicable.)
Check to Vendor/Individual for Services Provided: when you need a check made payable to a company or vendor for services provided

Check requests cannot be made payable to person requesting the check. <u>You cannot submit a check request to yourself.</u>



Check Request Type REQUIRED

- Out of Pocket Reimbursement
- Check Payable to RSO
- Check to Vendor/Individual for Services Provided

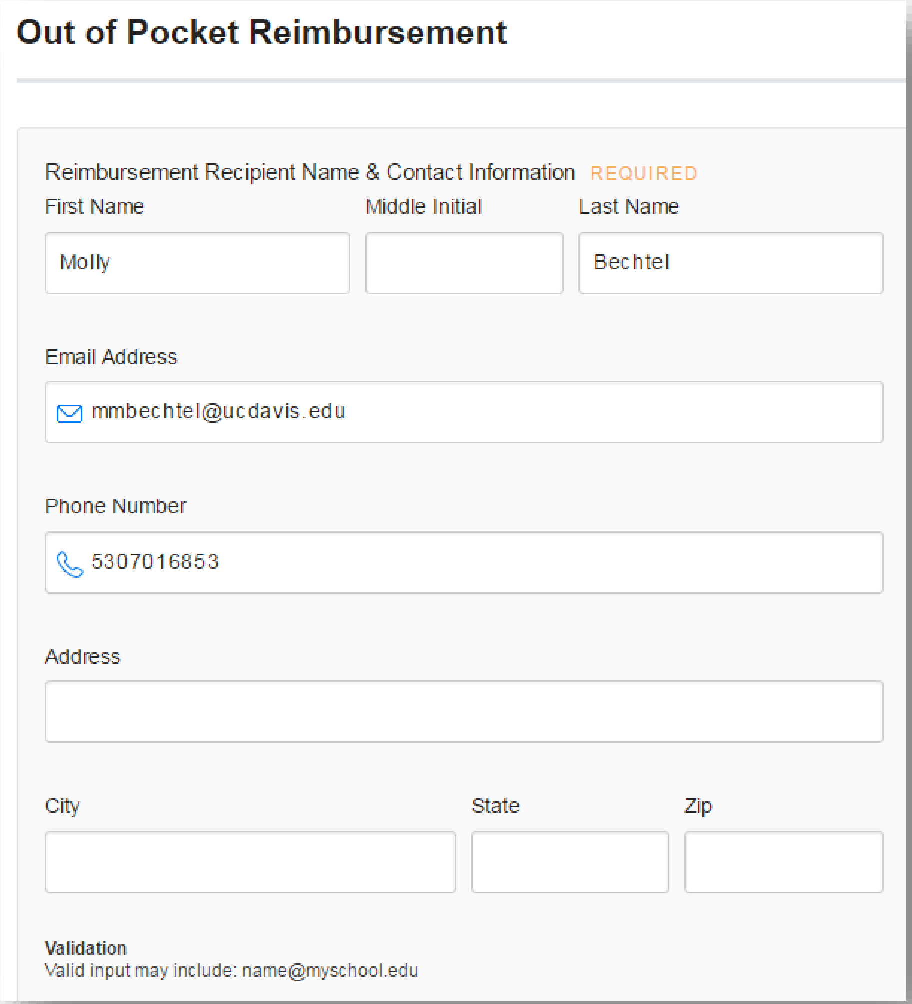
Check Amount REQUIRED

Enter amount of check. For example, $50.00.

Check Request: Out of Pocket Reimbursement

Out of Pocket Reimbursement: when you want the check to go to an individual other than yourself

Check requests cannot be made payable to person requesting the check. <u>You cannot submit a check request to yourself.</u>



Out of Pocket Reimbursement

Reimbursement Recipient Name & Contact Information REQUIRED

First Name: Molly
Middle Initial:
Last Name: Bechtel

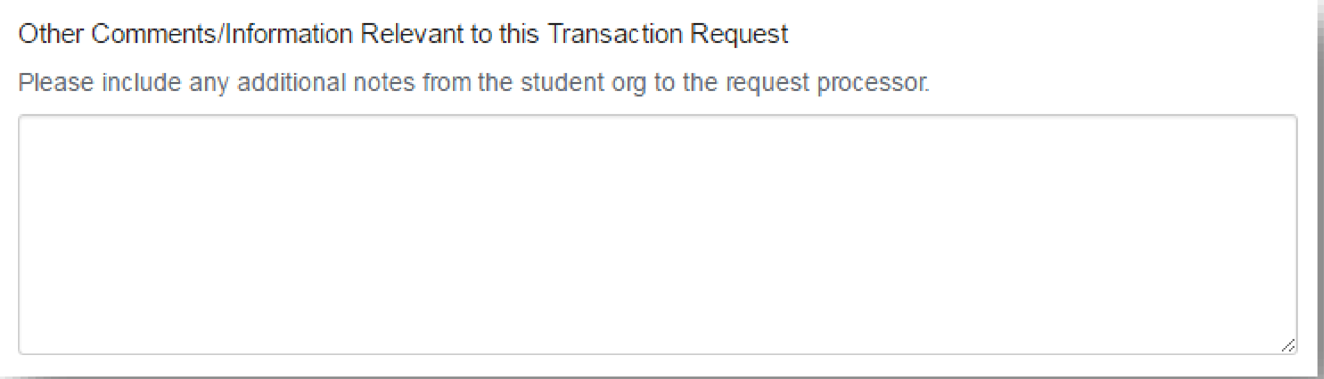
Email Address: mmbechtel@ucdavis.edu

Phone Number: 5307016853

Address:

City:
State:
Zip:

Validation
Valid input may include: name@myschool.edu



Other Comments/Information Relevant to this Transaction Request

Please include any additional notes from the student org to the request processor.

The "Reimbursement Recipient Name & Contact Information" section should list the information of the <u>check recipient</u>.

You cannot list yourself as the recipient of a check.

Check Request: Check to Payable to RSO

Check Payable to RSO: when you want the check to be written out in the name of the organization. (The check can be deposited into the on- or off-campus bank account, if applicable.)

Check Payable to RSO

RSO Mailbox Number REQUIRED

Please indicate your RSO mailbox number, located in CSI.

A check to a student organization requires a completed W-9 form for processing. If one has not been previously submitted, the W-9 can be found here: https://www.irs.gov/pub/irs-pdf/fw9.pdf.

Additional resources:

- How to Apply for an EIN
- Sample W-9

Checks written to the RSO will be mailed to the RSO's mailbox in CSI, located at 442 MU. To find your mailbox number, refer to your registration approval/confirmation email, or visit your portal on OrgSync > Settings > Organization settings, then scroll to the Mailbox section.

When your check arrives, CSI will notify you.

W-9 Form Upload

The maximum size of a file upload is 20MB.

Upload

Only upload if a W-9 has not previously been submitted.

Other Comments/Information Relevant to this Transaction Request

Please include any additional notes from the student org to the request processor.

Check Request: Check to Vendor

Check to Vendor/Individual for Services Provided: when you need a check made payable to a company or vendor for services provided

Check to Vendor/Individual for Services Provided

Vendor REQUIRED

Address REQUIRED

City REQUIRED

State REQUIRED

Zip Code REQUIRED

Vendor Contact Name REQUIRED

Vendor Contact Phone Number REQUIRED

Vendor Contact Email Address REQUIRED

Other Comments/Information Relevant to this Transaction Request

Please include any additional notes from the student org to the request processor.

Transfer of Funds

This form is to be used to request a transfer of funds from your agency account to another student organization agency account.

Name of RSO receiving funds REQUIRED

Agency Account Number of RSO receiving funds REQUIRED

Transfer Amount REQUIRED

Please indicate the amount of funds to be transferred. For example, $50.

Purpose of Funds REQUIRED

Please identify what the funds will be used for.

RSO Contact Name REQUIRED

Provide name of President or Treasurer of student org receiving funds.

RSO Contact Officer Position REQUIRED

- President/Primary Leader
- Treasurer/Financial Officer

RSO Contact Email Address REQUIRED

Other Comments/Information Relevant to this Transaction Request

Please include any additional notes from the student org to the request processor.

3. CRU Business Services Only page

CRU Business Services Use Only

Log Number:

Doc Number:

DSAF Number:

Account Balance:

Vendor Number:

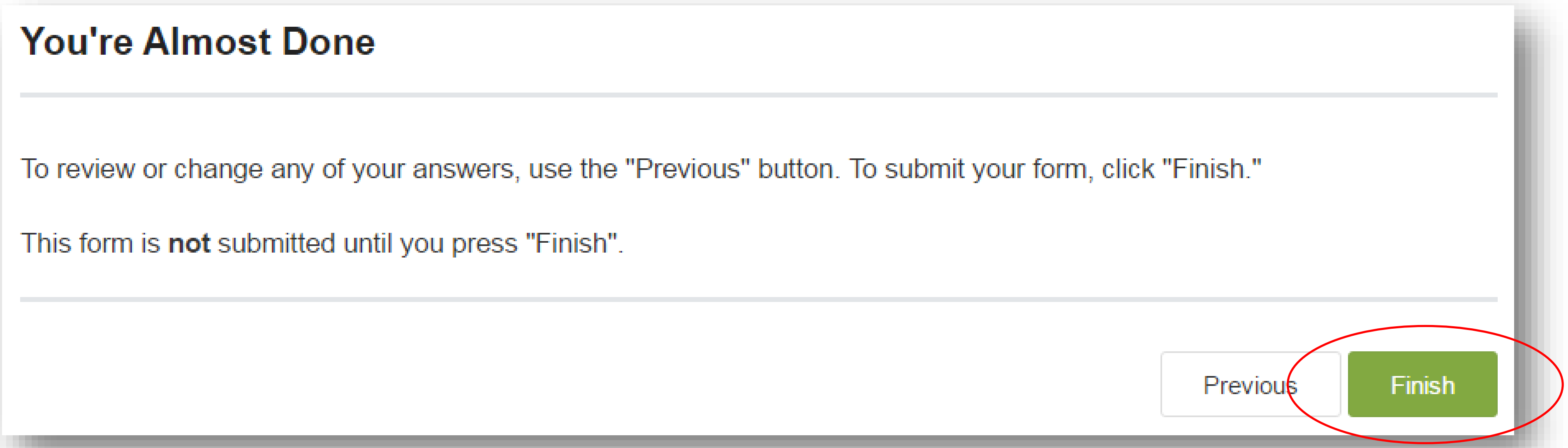
Processor Initials:

Date Processed:

Save & Finish Later | Previous | Continue

No action is required on this page. Simply press Continue.

4. Press “Finish” to submit.



In order to submit this form, you must click Finish. You should receive an email from OrgSync to confirm submission. Remember, the process takes up to 15 business days to complete.

If you have questions, please email getinvolved@ucdavis.edu or call (530) 752-2027 for support.