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

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

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

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

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.
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. RSOs no longer need to submit two separate forms when requesting a departmental sponsorship fund transfer and a check request.
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. **You cannot submit a check request to yourself.**
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. You cannot submit a check request to yourself.

The “Reimbursement Recipient Name & Contact Information” section should list the information of the check recipient.

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.)

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

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.

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

W-9 Form Upload
The maximum size of a file upload is 20MB.

Additional resources:
- How to Apply for an EIN
- Sample W-9

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>REQUIRED</td>
<td>Fill in the name of the vendor.</td>
</tr>
<tr>
<td>Address</td>
<td>REQUIRED</td>
<td>Include the address where checks are to be sent.</td>
</tr>
<tr>
<td>City</td>
<td>REQUIRED</td>
<td>Enter the city for mailing purposes.</td>
</tr>
<tr>
<td>Zip Code</td>
<td>REQUIRED</td>
<td>Provide the zip code.</td>
</tr>
<tr>
<td>Vendor Contact Name</td>
<td>REQUIRED</td>
<td>Enter the name of the vendor's contact person.</td>
</tr>
<tr>
<td>Vendor Contact Phone Number</td>
<td>REQUIRED</td>
<td>Include the phone number.</td>
</tr>
<tr>
<td>Vendor Contact Email Address</td>
<td>REQUIRED</td>
<td>Enter the email address of the vendor's contact.</td>
</tr>
</tbody>
</table>

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:
D SAF Number:
Account Balance:
Vendor Number:
Processor Initials:
Date Processed:

No action is required on this page. Simply press Continue.
4. Press “Finish” to submit.

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