



DEPARTMENTAL SPONSORSHIP PROCEDURE

When granted funding from a department, the president or treasurer (as listed on OrgSync) of the Registered Student Organization (RSO) must submit the Agency Account Transaction Request form for Departmental Sponsorship which can be found on OrgSync:

<https://orgsync.com/22274/forms/216440>.

RSOs can refer to this walkthrough for instructions on submitting the form:

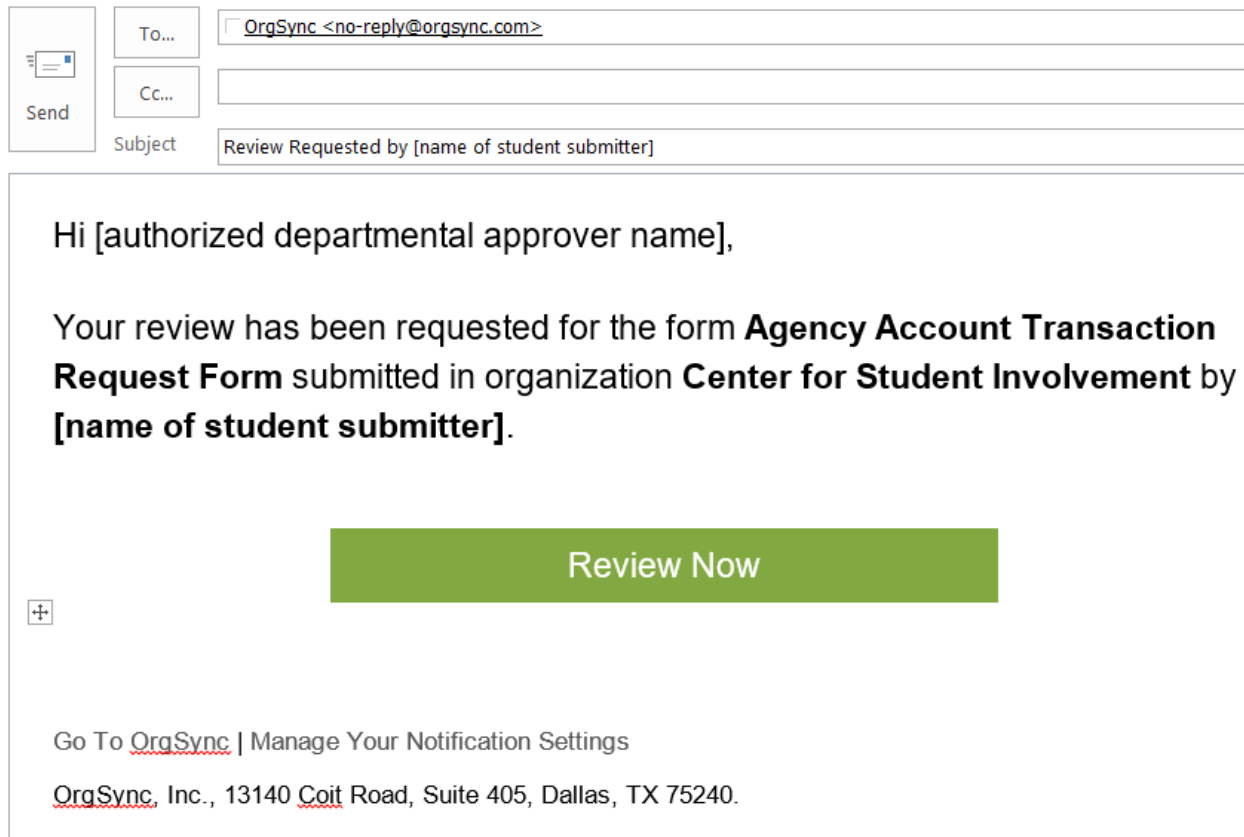
<https://csi.ucdavis.edu/wp-content/uploads/2017/01/Agency-Account-Transaction-Request-Form-Walkthrough-Final-1-20-17.pdf>

The authorized department approver, whose email address is entered by the officer onto the form, must complete the necessary departmental information and approve the form. A request will be sent via OrgSync to the departmental contact from no-reply@orgsync.com. Please allow about 15 minutes after the form is submitted for the email to be received and check your clutter/junk inboxes if you do not receive the request.

Departmental Sponsorships must correspond to checks written in the name of the student organization, checks to a vendor or to on-campus expenses.

STEP-BY-STEP INSTRUCTIONS FOR AUTHORIZED DEPARTMENTAL APPROVER

When your name is entered on the departmental sponsorship form by the RSO president/treasurer, you will receive an email from no-reply@orgsync.com similar to the one below.



The screenshot shows an email client interface. On the left is a 'Send' button with a paper plane icon. The header fields are: 'To...' with 'OrgSync <no-reply@orgsync.com>', 'Cc...' (empty), and 'Subject' with 'Review Requested by [name of student submitter]'. The email body contains the following text:

Hi [authorized departmental approver name],

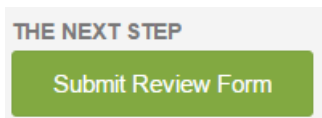
Your review has been requested for the form **Agency Account Transaction Request Form** submitted in organization **Center for Student Involvement** by **[name of student submitter]**.

[Review Now](#)

Go To [OrgSync](#) | [Manage Your Notification Settings](#)

[OrgSync, Inc.](#), 13140 [Coit Road](#), Suite 405, Dallas, TX 75240.

Clicking on the “Review Now” link will take you to the departmental sponsorship form submitted by the student. After reviewing the form and verifying all information entered is correct, click:



THE NEXT STEP

[Submit Review Form](#)

The “Submit Review Form” link will take you to the department sponsorship approval form where you can enter the following information:

Department Information

Name of Department: **REQUIRED**

Name of Authorized Department Approver: **REQUIRED**

Phone Number of Authorized Department Approver: **REQUIRED**

Department Account #: **REQUIRED**

Department Sub Account #: **REQUIRED**

Amount of Sponsorship Granted: **REQUIRED**

Additional information or comments:

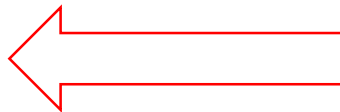
If you do not approve of this request for Department Sponsorship, please indicate so here.

This form and the corresponding departmental sponsorship form completed by the RSO will be denied per a request entered in the field above.

Enter Date submitted:

Save & Finish Later

Continue



Click continue

Click "continue" on the next page and "Finish" on the last page to complete your submission.

CONTACT INFORMATION

Student Affairs Divisional Resources process the departmental sponsorships by transferring an expense to the sponsoring department's account using a general error correction (GEC) document.

For questions regarding the process above, please contact the Center for Student Involvement

Peer Advisors:

530-752-2027

getinvolved@ucdavis.edu

<http://csi.ucdavis.edu>

For questions related to the GECs, please contact Divisional Resources:

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