



DEPARTMENTAL SPONSORSHIP PROCEDURE

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

<https://aggielife.ucdavis.edu/submitter/form/start/147944>

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

https://csi.ucdavis.edu/wp-content/uploads/2018/07/Agency-Account-Transaction-Request-Form-Walkthrough_7-1-18.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.

An email will be sent to the departmental contact with the following link:

<https://aggielife.ucdavis.edu/submitter/form/start/152469>

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 information is entered in the departmental sponsorship section by the RSO president/treasurer, you will receive an email with a link to confirm the sponsorship by your department.

Below is the required information on the form.

Department Sponsorship Approval

Department Information

* Department Name

* Authorized Department Approver Name


* Department Account #

* Department Sub Account #

* Amount of Sponsorship Granted

* Registered Student Organization (RSO) Name

Additional Information or Comments

Once information has been entered select "NEXT"  [NEXT >](#)

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form.

Submission

 PRINT

In Progress

Department Sponsorship Approval

1. Department Sponsorship Approval

- Instructions
- Department Information

Select to submit form

SUBMIT FOR APPROVAL

 DELETE SUBMISSION

You will be contacted by Student Affairs Divisional Resources if there are any issues or questions regarding the 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:

530-752-2027 | getinvolved@ucdavis.edu | <https://csi.ucdavis.edu>

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

Samantha Alcantara | stalcantara@ucdavis.edu

Office Assistant | adminoffice@campusrec.ucdavis.edu