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. 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
- It provides access to financial services on campus.
- It is required to reserve campus facilities.
- It is required to receive Club Finance Council and most other campus grants.
- Most campus departments require it to charge for services (e.g., catering, security, stage, tables, chairs, etc.).
- 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
- 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.
- The five designated student leaders have agreed on behalf of the organization 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.
- Agency accounts expire on June 30th of each year.
- 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.

Annual Activation Fee
- Agency Account activation fees vary by type of student organization and timeline.
- **Re-registration**: If your organization registers and activates the agency account by June 30, the fee will be $35. *After that date, the fee will be $55.*
- **New registration**: The fee for new organizations is $35.

Opening, Renewing and Updating an Agency Account
- **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.
- **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. Please see "Annual Activation Fee" for timeline details.
- **Updating your account** - You may update your agency account at any time during the year should you need to change one or both of the officers listed as authorized signers (President/Primary Officer or Treasurer/Financial Officer). You do not have to pay a fee to update your account. All accounts expire on June 30th of each year.
- **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 three 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 Agency Account Information Request form.

Deposits

1. All checks must be made payable to UC Regents.
2. Complete and submit a deposit request form to the ARC Business Center. Hours, location and contact information can be found here.
3. The Business Center will process all deposits. These deposits will be credited to your account within three business days.

Withdrawals

1. Only the Primary Leader or Treasurer/Financial Officer are permitted to requests checks.
2. Complete and submit Agency Account Transaction Request Form in AggieLife.
3. If a check is requested for one of the two authorized signers for the account, the other signer must submit the check request form.
4. Checks will be reviewed and processed within 10 working days.
5. When requesting a check payable to a business or in the name of the student organization, the check request must include the EIN# which is found on the W9 form. If the EIN# has not been established please visit http://irs.gov/ to obtain one.

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 Funding Procedures

When granted funding from a department, either the Primary Leader or Treasurer/Financial Officer an organization representative will begin by submitting an Agency Account Transaction Request Form for a Departmental Sponsorship. Only the Primary Leader or Treasurer/Financial Officer (as listed on AggieLife) are permitted to submit transaction requests.

In order to receive department sponsorship, the appropriate department personnel must complete a supplemental form through AggieLife which will be sent to them when the Departmental Sponsorship Form is submitted.

Departmental funding 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 Primary Leader or Treasurer/Financial Officer. 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.

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