

ASUCI Club Accounting Information

The Associated Students of UC Irvine are proud to offer accounting services for all registered clubs on campus. These services include deposits, withdrawals, online account, departmental invoicing, and much more all conveniently located on campus. Our services offer an alternative to opening up an account with a bank that requires monthly fees and providing personal information. Don't have an ASUCI Club account? It's easy to open one!

Opening an ASUCI Club Account

- 1) In order to open an ASUCI Club Account, your club must be completely registered with Campus Organizations. To check your registration status please go to <https://campusorgs.uci.edu/registration/> or call (949) 824-5181.
- 2) Once you are registered, all signers must go to the ASUCI office at G-244 Student Center and fill out a signer card. You must have your seven digit ASUCI account number in order to fill out the card. The ASUCI account number can be obtained from Campus Organizations.
- 3) Once you fill out the signer card, it will take 24 hours for your account to be activated. After the 24 hours, you will be able to deposit, withdraw, and check your balance online.

Withdrawals

To take money out of your ASUCI Club Account, an authorized signer must fill out the ASUCI Club Check Request. Only authorized signers will have access to filling out the form and must provide a picture ID when submitting the form. When filling out the check request, please have the following information ready:

- ✓ Payee Name (who the check is going to)
- ✓ Payee Address and Phone Number
- ✓ Requester Name (person filling out the form)
- ✓ Requester UCI Net ID and E-mail
- ✓ Description/ Reason for Withdrawal
- ✓ Amount
- ✓ Club Name and Account Number
 - If you don't know the account number, feel free to ask the concierge staff for assistance.

Policies

- All withdrawals are made in the form of a check. **We do not give out cash withdrawals.**
- Checks will be ready within three to five business days.
- Our office no longer accepts rushed orders so students are encouraged to plan accordingly if they are making a time sensitive payment.
- All club checks must be picked up in our office during regular office hours.

ASUCI Club Check Request Form Link: <https://www.asuci.uci.edu/forms/clubrequest/>

Deposits

To make a deposit, students must come into our office and fill out a deposit slip. When filling out the deposit slip, please have the following information ready:

- ✓ Total amount in cash
- ✓ Total amount in checks
- ✓ Total amount being deposited
- ✓ Requesters Name (person filling out the slip)
- ✓ Club Name and Account Number

Policies

- Our office takes cash, coins, checks, and money orders as forms of deposits.
- Deposits take one business day to process and to be added to your account. Please give at least three business days for the transaction to show up on your online accounting.
- Any checks that are cut in the ASUCI Business Office is not valid for deposit into another ASUCI account.
 - Please see “Transfer Funds” section for instructions.
- Clubs that deposit checks that have bounced or are invalid are subject to an automatic \$10 fee to their club accounts.
- Clubs are not allowed to have checks mailed to our office.
 - Any checks mailed to us, without any reason or further instructions, will be returned to sender.

Transfer of Funds

Want to transfer funds from one ASUCI Club Account to another? No problem!

We are happy to transfer funds to other clubs internally. When filling out the club check request, please provide the following information in the memo section:

- ✓ Note “Internal Transfer” in the memo section

- ✓ Name of club receiving the funds
- ✓ Account number of the club receiving funds

The receiving club will be credited the amount and will see it in their online accounting within three business days.

Do not request checks and deposit the same checks back to our office

Voiding Checks

Checks can be voided if they are lost or if the check is no longer needed. Please bring back the original check to our office, and we will take care of the rest! If you are not able to obtain the original check, there will be a \$35 fee to void it out and will take three business days to process.

If you need a check re-issued, let our concierge staff know and we will be happy to re-issue a new check.

Online Accounting

All transactions and balances can be found on the ASUCI Accounting website at <https://www.asuci.uci.edu/accounting/>.

Please give 24 hours for all transactions to post or balances to be reflected if not stated in previous policies.

Only authorized signers of the campus clubs/organizations have access to the online accounting. To change authorized signers of your club, please go to Campus Organizations.

Receiving Department Funds

On-campus departments love to help clubs with their events and support them in any way they can. The ASUCI Business Office is happy to assist in making the transaction as easy as possible. To have funds deposited into your club account from an on-campus department, please have the department contact send us the following information:

- ✓ Club Name
- ✓ Club Account Number
- ✓ Purpose of Funding
- ✓ Amount of Funding
- ✓ Department Name
- ✓ Department Contact Name and E-mail

Policies

- All information must be e-mailed to Khajika Soyoltulga at ksoyoltu@uci.edu.
- The e-mail for the transfer of funds must come from a department contact and not a student from the organization.

Clubs are not to make their own invoices

Donations/ W-9/ Tax ID Numbers

The ASUCI Business Office does not provide tax ID numbers or W-9 for donation purposes. Clubs are advised to seek fundraising and donation opportunities with businesses that does not require these documents. For alternative fundraising and donation opportunities, please see Campus Organizations located on the third floor of Student Center.

- Clubs that are sponsored by an academic department on campus may talk to their respective schools for tax documents.
- Any donation/fundraising checks that are mailed to us will be returned to sender.

Closing an ASUCI Club Account

To close an ASUCI account, all signers of the organization must draft and sign a letter to the office. The letter must contain the following:

- ✓ Account Closing Date
- ✓ Reason for Closing the Account
- ✓ Names of All Authorized Signers
- ✓ Signatures of All Authorized Signers

Policies

- The letter must be attached to an ASUCI club check request for the withdrawal of funds.
- A check will be cut within three to five business days once documents are received.
- Checks for closed accounts are always made in the club name and never an individual person.

Want more information or have questions? Contact Us!

Phone: (949) 824-2400

Address: G-244 Student Center, Irvine CA 92697

E-mail: accounting@studentgov.uci.edu