Student Clubs . . . A Quick Reference Guide
Provided by the Financial Reporting & SAC Offices, for use on the Stockton Campus

Step 1: Registering with the Student Activities Center

Registration Requirements:
• Registration must be completed annually in Student Activities Center (SAC), even for returning organizations
• All organizations must register whether or not they are requesting funds from ASUOP
• All organizations must have a full time Pacific employee serve as an advisor
• Organization must have at least 2 student officers and an updated set of bylaws and/or constitution on file with the SAC
• A completed “Student Activities—Annual RSO Registration” form must be updated and filed each year
• Student organizations have the option of tracking their club finances by creating a Banner Finance Index code (OPTIONAL).

All of the above must be completed before moving to Step 2.

*Note:* For more detailed information, refer to the “ASUOP Clubs and Organization Guide”

MANAGING CLUB FINANCES:

Step 2: Creating a Banner Finance Index

Once registration with SAC is complete, fill out a “New Index Code Request” form and submit it to the Financial Reporting Department in the Finance Center. Information required on the form includes:
• Preferred Title
• Purpose
• Funding Source(s)
• Responsible Individuals/Departments
• Proper Authorization

**You MUST also attach the “Student Activities—Annual RSO Registration” form**

The “New Index Code Request” Form is available on the Controller’s Office website, under Financial Reporting.

*Note:* A new index does not need to be created each year. This only applies for new Student Clubs.

Step 3: Completing Club Financial Transactions

Typical Club Financial Transactions include the following:
• Depositing Club Funds
• Disbursing Club Funds
• Verifying Fund Balances

In order to complete any of these transactions, you must know your club index. It will look like Nxxxxx. If you are unsure of this, visit the Financial Reporting Department for assistance.

*Continued on next page*
DEPOSITING FUNDS:
- Complete a “Deposit Form” available on the Cashier’s Office website. **Indicate your index code** and revenue account code 5960 for all Club deposits.

  **Note:** If your deposit consists only of cash, only complete the first “Deposit” tab of the form. If your deposit includes check(s), also complete the “Check Register” tab of the form.

- Print the form and bring it with your cash and/or checks to the Cashier’s Office in the Finance Center.
- Allow 1-2 business days for your deposit to post
- Once posted, complete a “Budget Transfer Form” to ensure the funds are available for spending. Contact the Budget Office at (209)946-2908 for further assistance.

DISBURSING CLUB FUNDS:
- To pay a vendor, or to reimburse a club member, officer, or other third party, complete an “Authorization for Payment” form by completing the following fields:
  1. Vendor Information (Banner 98#, Name, address, and invoice # and date).

  **Note:** If you are unsure of the vendor information or whether the vendor exists in Banner, contact Purchasing at (209)946-2206 for assistance. If it is a new vendor, refer to the “A Guide to Engaging a Vendor for Services” document on the Controller’s Office website, under Purchasing.

  2. Banner index code (Nxxxxx), expense account code (7062 for Student Clubs), and invoice amount.
  3. Business purpose of expense
  4. Prepared by name/date
  5. Authorized by signature, name, and date. This signature must be one of the Authorized Signers from the “Student Activities—Annual RSO Registration” form and agree to the Signature File Database. It should be either two officers signing, or one officer and the faculty/staff advisor.

- Attach any available supporting documentation to the form (i.e. receipts, invoices)
- Submit to the Accounts Payable Department in Owens Hall for processing.
- Allow up to ten business days for processing the disbursement.

VERIFYING CLUB BALANCES:
If you would like to inquire about the balance of your Student Club index, please contact:

| SAC                          | • In person at the DeRosa University Center,  
|                             | • Phone at (209)946-2233, or  
|                             | • Email at sacfd@pacific.edu |

| The Financial Reporting Department | • In person at the Finance Center,  
|                                     | • Phone at (209)946-7704 - any staff member will be able to assist you, or  
|                                     | • Email at accounting@pacific.edu |
Student Clubs Reference Guide, Continued

Additional Resources:

Business Policies & Procedures

The following two documents can be found on OrgSync:
• ASUOP Clubs and Organization Guide
• ASUOP Money Management Guide

**A hard copy of this document is available in brochure format in the Financial Reporting Department or the SAC Office.