ASI CLUB ACCOUNTS

The Fundamentals
TODAY'S HIGHLIGHTS

Brief Introduction
ASI Signature Form
Purchase Order Request
Disbursement Request
Vendor Data Record
Final Words

Discussion Outline
ASI is a recognized auxiliary organization of Cal Poly Pomona

Consists of elected, appointed student leaders, student staff and professional staff.
Register with the Office of Student Life and Cultural Center (OSLCC)

All clubs, organizations, councils need to be a recognized entity on campus. Contact OSLCC at (909)869-2841

ASI Signature Form

To maintain an account with ASI, all clubs, organizations, and councils are required to submit new signature forms annually.

Getting Started

TWO KEY STEPS FOR THE NEW FISCAL YEAR

Fundamentals of Club Accounting | ASIFS
The Signature Form will be sent via Adobe Sign to all E-Board members listed on MyBar. Once the Signature Form link has been received, please be sure to complete all fields, including:

- **Disposition of Funds**: Non-profit or charitable organization you would like to donate your funds to if your account is inactive for 2 years or closed.

- **Authorized Signers**: Ensure at least one advisor and two officers are authorized signers.

- **Authorization/Executed By**: Completed by the individual responsible for maintaining the account.
Purchase Orders (PO)

ONE YEAR OF SPENDING - EXAMPLES

• Foundation - Food & Bronco Bookstore
• Bronco Student Center - Room Reservations
• Cal Poly Pomona - Bronco Copy & Mail
• MPrint & Eagle Print - Shirts & Custom Printing
POs take 3 days to process
Financial Services is unable to accept incomplete forms so please plan ahead

POs required for several vendors
Examples: Kellogg West, Subway, Round table, room rentals, prints and services, etc.

POs are YOUR Responsibility
Foundation POs are on automatic payment plan - No Disbursement Request required after PO.

ALL other vendors - a Disbursement Request is required when an invoice is received. All approval signature collection is your responsibility.
DRs are completed to pay vendors, reimburse individuals, and to pay for services.

- DRs are processed every week.

- Turn in by Thursday at 5 pm.
  - Checks available on the following Thursday after 2pm.

- Checks will be mailed if not picked up within two weeks. Correct address must be listed on DR.

Only Current Forms will be accepted.
PROPER DOCUMENTATION FOR DR’S

Itemized receipts must be attached to DR in OnBase
If purchase was made online, attach online receipt

PROOF of PAYMENT DOCUMENTATION:

Bank Statements+Credit card, Checks, Invoices, Hospitality
Proof of Payment Documentation

CREDIT CARDS - 2 OPTIONS

#1 - bank statement showing payee name and the transaction details

#2 - photocopy of credit card if payee's name and last four digits of the card are visible

BLOCK OUT ALL EXTRA INFORMATION
CHECKS
Attach a copy of the cancelled check

INVOICES
Paid invoices must indicate what type of payment by seller/vendor

HOSPITALITY
Any food provided requires a sign in sheet/flyer. ASI does not cover food for general meetings, but does cover in relation to recruitment, training, speaker presentations (not students or professors), and recognition purposes.
Holds will be put on future advances if receipts are not returned on time

Advances should be submitted using a Disbursement Request

Funds may only be used for the purpose for which they were withdrawn

Cash and Travel Advances

UNUSED FUNDS MUST BE RETURNED
Cash Advance

Limit $200 per person.

Reconciled receipts must be returned within 10 business days after event.

Attach flyer, quotes, or some type of proof of event.

Travel Advance

Travel Forms must first be submitted prior to the trip.

Include proof of trip document

Receipts/Travel Expense Claim Form must be returned within 10 days of travel
EVENTS USING A VENDOR

ASI & Agency funds: You need an invoice and Vendor Data Record.

Vendor Data Record is required when a service is involved.

Vendor Data Record’s may be submitted online. Please check our website (asi.cpp.edu) for the link.
Prizes and awards are taxable to the receiver.

You must submit a Prize & Award form for all prizes, awards, and gifts over $50 value with a Disbursement Request.
PRIZE & AWARD RECIPIENT FORM < $50

• A Prize and Award Recipient needs to be completed for all prizes or awards $50.00 or less in value.

**For any prize, award, or gift of over $50, a Prize and Award Form must be completed. If items are purchased for use at a later time and the recipient(s) is not known at the time of purchase, the holder is required to keep a detailed log showing the recipient name, what was given, the purpose, the date given, and the value. Turn in to Financial Services when items are disbursed.**
FOR FURTHER INFORMATION, PLEASE SEE OUR SMART SPENDING MANUAL ON OUR WEBSITE: HTTP://ASI.CPP.EDU/SERVICES/FINANCIAL-SERVICES
WE'D LOVE TO HEAR FROM YOU!

Get In Touch With Us

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