



How To: Complete the ASI Account Registration Form

The ASI Account Registration Form provides ASI Financial Services with the necessary information needed for a club or organization to have an account with Financial Services. For clubs and student councils, the group President will be required to complete this form prior to requesting account information. For IRA groups, the advisor will be required to complete this form.

1. Navigate to the **ASI Account Registration Form**. Sign in with your CPP credentials. As a reminder, the president will complete this form for student clubs.
2. First, specify which type of group – Club or IRA.
3. Then, indicate whether your group is new this year, or has existed in the past.
4. Please list the official name of your club or organization
5. Next, specify the purpose of your account, and what type of expenditure will be made
 - a. Ex: *The purpose of the Yoga Club is to meet with other CPP students who enjoy practicing yoga, and to attend group retreats. We will be purchasing supplies such as mats, blocks, etc. and will be attending an annual retreat.*
6. Please indicate the group's expected source of income, or how funds will be earned.
 - a. Ex: *ASI budget request, donations from alumni, bake sales, etc.*
7. Then, please note the disposition of funds, or where the funds in your clubs account will be disposed to in the case of inactivity. The funds must be disposed to a registered non-profit. [Clubs/Councils ONLY]
8. Next, indicate whether your account is registered with OSLCC. Please note, this is a requirement. [Clubs/Councils ONLY]
9. Then, please note whether your account has an off-campus bank account. If yes, indicate whether it is approved by the university.
10. Next, the preparer's name and information will auto-fill based on the sign-in information. Please fill in the phone number as well.
11. Lastly, please read through the ASI Agency, and Donation Fund Agreement, and provide your acknowledgment. [Clubs/Councils ONLY]



ASI Account Registration Form

GROUP ACCOUNT INFORMATION

Type (Club or IRA)*

Club IRA

2

TYPE OF REQUEST*

NEW GROUP EXISTING GROUP

3

OFFICIAL NAME OF GROUP: *

4

PURPOSE OF ACCOUNT AND TYPE OF EXPENDITURE TO BE MADE (Please indicate why the account is needed and the type of expenditures that will be made (For example:

5

EXPECTED SOURCES OF INCOME (Please indicate sources of income (e.g., contributions, sales, revenue, dues, etc..):*

6

DISPOSITION OF FUNDS (Non-profit organization designated for donation of funds when account is inactive or closed):*

7

REGISTERED WITH OSLCC? *

Yes No N/A

8

DOES YOUR GROUP HAVE AN OFF-CAMPUS BANK ACCOUNT? *

Yes No

9

IF YES – IS THE ACCOUNT APPROVED BY THE UNIVERSITY? *

Yes No

CONTACT INFORMATION

Group Account Administrator Name: (Group President/IRA Advisor)

Billy Bronco

Date

07/28/2021

Email Address

bbronco@cpp.edu

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Phone Number: (Numbers Only)*

AUTHORIZATION

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE ASI AGENCY AND DONATION FUND AGREEMENT*

NAME

Billy Bronco

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TITLE

President

DATE

07/28/2021

Save/Submit