Using Registered Student Organization (RSO) Accounts

**FINANCIAL SERVICES OFFICES**

In accordance with University regulations, each campus establishes an office to serve as the financial services office. (WAC Chapter 504-28) This designated office administers, monitors, and is the point of contact for campus registered student organization (RSO) accounts.

For the purposes of this section, the designated financial services offices are:

- WSU Pullman Financial Services Office; telephone 509-335-1085; room CUB 60.
- WSU Spokane Student Affairs; telephone 509-358-7526; room Academic Center Suite 130.
- WSU Tri-Cities Office of Student Affairs; telephone 509-372-7139; room West 201B.
- WSU Vancouver Office of Student Involvement; telephone 360-546-9530; room VFSC 123.

RSO accounts are administered through the University's accounting system in program 17C.

**Signature Cards**

In order to disburse funds from an RSO account, the organization must have a current signature card on file with the campus financial services office. The signature card must include the names and signatures of the individuals responsible for the account.

The signature card is valid for one academic year and expires on July 31st each year.

The RSO obtains the signature card from the campus financial services office. The organization's advisor and a minimum of two student officers (such as president and treasurer) are required to sign the card. Authorized signatories must present photo ID when signing the card in the campus financial services office.

An RSO that has a midyear change in advisors or officers must update the signature card.

**Additional Guidance**

For advisory guidelines regarding registered student organizations refer to the Registered Student Organization Guidelines webpages located at:

www.studentinvolvement.wsu.edu/
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**Additional Guidance (cont.)**

The Spokane, Tri Cities, and Vancouver campuses and Distance Degree Programs may also refer to these webpages for guidance in collaboration with the designated campus student affairs and/or student involvement office.

**PURCHASES AND TRANSFERS (WSU VENDORS)**

RSOs use Interdepartmental Requisition and Invoices (IRIs) to make purchases from University service centers and to make transfers between RSOs.

**Purchases from University Service Centers**

An organization uses an Interdepartmental Requisition and Invoice (IRI) to make purchases from University service centers. The organization must include the following information on the IRI:

- Description of the services being provided
- Dollar amount
- Name of the vendor department
- RSO approving officials names, signatures, and dates

Obtain paper supplies of the IRI form from the campus financial services office or by completing the PDF version.

See *BPPM* 70.05 and [IRI Form Completion](#) for form completion instructions.

**Transfers Between RSO Accounts**

For transactions between RSO accounts, the campus financial services office transfers the requested amount from one RSO account to another RSO account, in lieu of preparing a check.

To request a transfer, a RSO account holder submits a completed IRI form to the campus financial services office. The organization must include the following information on the IRI:

- Description of the services being provided or a justification supporting the transfer
- Dollar amount
- Name and project number of the recipient account in the Vendor Department field
- RSO approving officials names, signatures, and dates
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**IRI Form Completion**  
RSOs follow the procedures below and in *BPPM 70.05* to complete the IRI with the following approval and routing differences:

**Organization Approval**  
A minimum of two signatures is required; one authorized student officer signature and one authorized organization advisor signature. (See [Signature Cards](#) regarding authorization.)

**Routing**  
The organization retains one copy and routes two copies to the campus financial services office for approval.

The campus financial services office:

- Reviews the form for completion.
- Verifies the signatures against the signature card on file.
- Verifies the organization's account balance to ensure funds are available.

After approval, the campus financial services office routes two copies to the vendor department.

The campus financial services office retains a copy.

**Vendor Department**  
The vendor department indicates items/services provided to the organization and costs per item on the form.

The vendor department retains a copy and forwards two copies to the IRI desk, Controller's Office for processing.

The vendor department provides the requested items or services to the organization.

**PURCHASES FROM INDIVIDUALS AND NON-WSU VENDORS**  
An organization completes a Request for Check Issuance form to authorize the campus financial services office to withdraw funds from the organization's account and issue a check to a non-WSU vendor or an individual claimant.

Obtain supplies of the Request for Check Issuance form from the campus financial services office or the Student Involvement website at:

www.studentinvolvement.wsu.edu/
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<table>
<thead>
<tr>
<th>Request for Check Issuance</th>
<th>Form Completion</th>
<th>Complete all blanks on the Request for Check Issuance form. The campus financial services office returns incomplete forms to the organization advisor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name</td>
<td>Enter the name of the requesting organization.</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td>Enter the eight-digit budget/project number of the account supporting the expenditure.</td>
<td></td>
</tr>
<tr>
<td>Vendor Or Claimant</td>
<td>Enter the address of the vendor or claimant. (This address is required even when the check is picked up.) For payments to individuals, enter the claimant's WSU ID number or social security number.</td>
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</tr>
<tr>
<td>Approved For Payment</td>
<td>A minimum of two signatures is required; one authorized student officer signature and one authorized organization advisor signature. (See Signature Cards regarding authorization.)</td>
<td></td>
</tr>
<tr>
<td>Check Handling</td>
<td>Indicate on the form how the campus financial services office is to handle the check.</td>
<td>The campus financial services office either mails the check to the claimant or holds the check for pickup.</td>
</tr>
<tr>
<td>Invoice</td>
<td>Enter the requested invoice number under Invoice # on the form. An invoice, receipt, or other documentation that clearly establishes the payment as a valid expense must be attached to the form submitted to the campus financial services office.</td>
<td></td>
</tr>
<tr>
<td>Descriptive Information</td>
<td>Complete all fields including Description, Quantity, Unit, Unit Price, and Amount. Enter the total cost of all items.</td>
<td></td>
</tr>
<tr>
<td>Attachments</td>
<td>Clearly mark any documents that should go to the vendor, i.e., statement stub, by writing &quot;MAIL ENCLOSURE&quot; on each document. Attach these documents to the upper-left corner of the form.</td>
<td></td>
</tr>
<tr>
<td>Routing</td>
<td>The organization retains one copy of the form and routes two copies to the campus financial services office.</td>
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<th>Approval</th>
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<td>balance to ensure funds are available.</td>
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</table>

After approving the check issuance, the campus financial services office forwards the request to the Pullman financial services office to enter the request into the online Purchasing/Accounts Payable/Receiving Application (PAPR) and schedule the check issuance.

The Pullman financial services office forwards the original request form and the supporting documentation to Accounts Payable in the Controller's Office.

The Controller's Office retains the original and the supporting documents.

Check Distribution

The Controller's Office mails the check when "Mail to Claimant" is indicated under Check Handling on the request form.

When "Hold for Pickup" is indicated under Check Handling on the request form, the campus Financial services office holds the check for pickup. An individual must claim his or her check. Each claimant must present a valid photo ID.

If an individual is unable to claim her or his own check, he or she may appoint a designee. The designee must present a signed document from the individual to whom the check is payable, authorizing the designee to pick up the check. The designee must also present a valid photo ID.

ACCOUNT MANAGEMENT

Interest Distribution Policy

Accounts with balances greater than $7,500 on the last day of the month receive interest income for that month. The monthly interest rate earned by WSU's pooled investment fund determines the earned interest rate. Earned interest is deposited to each qualifying account on the 25th day of the following month after the end of each quarter.
| Administrative Fee Policy | The campus financial services office charges an annual administrative fee of $75 for each account maintaining a balance of $7,500 or more during the academic year (August through May). The campus financial services office charges this fee on June 30 and notifies each account advisor. |
| Abandoned Accounts | For definition and advisory guidelines regarding abandoned accounts, refer to the Finance section of the Registered Student Organization Guidelines website at: www.studentinvolvement.wsu.edu/ The campus financial services office is responsible for closing an abandoned account. |