WSU Pullman Financial Services Office
509-335-1085
WSU Spokane Student Affairs
509-358-7526
WSU Tri-Cities Office of Student Affairs
509-372-7139
WSU Vancouver Office of Student Involvement
360-546-9530

Using Registered Student Organization (RSO) Accounts

NOTE: The website URL for **Workday reference guides** that are referenced in this section is: https://jira.esg.wsu.edu/plugins/servlet/desk/portal/91

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.
- WSU Everett Student Affairs; telephone 425-405-1751; 915 North Broadway, Room 224.

RSO accounts are administered through function FN068.

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.

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Signature Cards (cont.)

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 website at:

studentinvolvement.wsu.edu/

The Spokane, Tri Cities, Vancouver, and Everett campuses and WSU Online may also refer to this website for guidance in collaboration with the designated campus student affairs and/or student involvement office.

PURCHASES AND TRANSFERS (WSU SUPPLIERS)

RSOs use the Internal Service Delivery in Workday to make purchases from University service centers and to make transfers between RSOs.

NOTE: University personnel that do not have access to the Workday Internal Service Delivery may use the Interdepartmental Requisition and Invoice (IRI) form to requisition supplies and services provided by WSU supplier departments. See IRI Form Completion. See also *BPPM* 70.05.

Purchases from University Service Centers

An organization uses the Internal Service Delivery in Workday (or an IRI; see note above) to make purchases from University service centers. See the Workday Internal Service Delivery reference guide for 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.

Using Registered Student Organization (RSO) Accounts

Transfers (cont.)

To request a transfer, a RSO account holder uses the Internal Service Delivery in Workday (or an IRI; see note above).

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 supplier department.

The campus financial services office retains a copy.

Supplier Department

The supplier department indicates items/services provided to the organization and costs per item on the form.

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

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

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PURCHASES FROM INDIVIDUALS AND NON-WSU SUPPLIERS

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 supplier 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:

studentinvolvement.wsu.edu/

Request for Check Issuance Form Completion

Complete all blanks on the Request for Check Issuance form. The campus financial services office returns incomplete forms to the organization advisor.

Account Name

Enter the name of the requesting organization.

Account Number

Enter the program number of the account supporting the expenditure.

Supplier Or Claimant

Enter the address of the supplier 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.

Approved For Payment

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

NOTE: An individual who is approving a check request must *not* be the person to whom the check is payable.

Check Handling

Indicate on the form how the campus financial services office is to handle the check.

The campus financial services office either mails the check to the claimant or holds the check for pickup.

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Invoice

Enter the requested invoice number under **Invoice #** on the form.

IMPORTANT: 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.

Descriptive Information

Complete all fields including **Description, Quantity, Unit, Unit Price,** and **Amount**. Enter the total cost of all items.

Attachments

Clearly mark any documents that should go to the supplier, i.e., statement stub, by writing "MAIL ENCLOSURE" on each document. Attach these documents to the upper-left corner of the form.

Routing

The organization retains one copy of the form and routes two copies to the campus financial services office.

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 approving the check issuance, the campus financial services office forwards the request to the Pullman financial services office to enter the request into the Workday Internal Service Delivery 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.

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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 their check. Each claimant must present a valid photo ID.

If an individual is unable to claim their own check, they 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 25^{th} 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 website at:

studentinvolvement.wsu.edu/

The campus financial services office is responsible for closing an abandoned account.