

Student Organization Banking Guide

Student Organizations Banking Guide

PURPOSE

This Administration of Student Organization Funds Policy and Procedures is intended to define the distinct roles and responsibilities of the University (Student Activities & Events) and the University Corporation in administering student organization funds through the establishment of a University Corporation bank account.

POLICY STATEMENT

In accordance to **ICSUAM Section 3141.01**, per **Executive Order 1068**, all recognized student organizations that fundraise and manage monies, with the exception of recognized 501(c)(3) organizations, are required to bank with the University or its designated campus auxiliary organization by June 30th, 2017. The University Corporation has been identified as the designated campus auxiliary by San Francisco State University.

The University Corporation, SF State (UCorp) will facilitate all financial transactions for Student Organization accounts and along with Student Activities & Events (SAE) will also work with student leaders, campus administrators, and business vendors to expedite the approval of payments, refunds, advances or withdrawals from Student Organization accounts. This guide should provide you with instructions on how to conduct financial business for your student organization including setting up the account, making deposits and a variety of ways to access your Org's funds, based on UCorp's required accounting procedures and the type of activity, event, or financial transaction necessary to complete the request.

UCorp has 2 windows located in Administration Building:

Student Org Consultation (for all banking related questions) **WINDOW C**:

See UCorp website for hours of operation

<https://ucorp.sfsu.edu/studentorgs>

-or-

email any questions directly to ucorpstudorg@sfsu.edu

Bursar Hours (for Deposits and Withdrawals) **WINDOW D**:

See Bursar website for hours of operation

<https://bursar.sfsu.edu/contact>

Student Activities & Events (SAE) is located in Student Services Building (SSB) - Room #206

See SAE website for hours of operation

<http://sfsu.edu/~sicc/organizationdirectory.html>

Setting up Student Organization Bank Account

1. Must be a formally Recognized Student Organization (RSO) by Student Activities & Events (SAE)
2. Once a formal RSO, Student Organization must complete the *Student Organization Account Application Agreement* with SAE
3. Officers sign application agreement
4. SAE will send the form to UCorp for processing
5. The UCorp Fund # will be provided to SAE, and Student Organization Officers
6. The UCorp Fund is your bank account number and this number will be used on the following forms:
 - a. Student Organization Cash Deposit Transmittal Form
 - b. Student Organization Financial Check Request Form

Note: **A new Application Agreement must be completed and reapproved by SAE if there is a change in Org president or treasurer.*

**Student Org Application Agreements are valid for 1 year and expire every September 30th.*

Additional forms can be found on University Corporation web site at

<https://ucorp.sfsu.edu/studentorgs>



Student Organization Account Application and Agreement

Please bring this completed form to the Student Activities and Events Dept. (Student Services Building, Room #206)

Student Organization Name:

Academic Year:

Please check one: Student Organization Sports Club

Please check one: New Account Update Existing Account Account#

Please Generally Describe the Student Org Source of Funding:
Fundraising through food sales, membership dues, asking for donations, and ticket sales.

Please Generally Describe the Student Org Use of Funding:
 Supplies for events such as organization graduation and Welcome Week, org merchandise, and food and drinks for meetings.

"By signing below, I have read and I agree to the terms and conditions of establishing and managing a bank account on behalf of my student organization. I enter into this agreement with full knowledge of its effect."

Franco Bravo
 Student Organization President Name

Franco Bravo
 Signature

(415)123-4678/frbravo123@mail.sfsu.edu

Contact Info Phone#/Email (@mail.sfsu.edu EMAIL ONLY)

Sam Fran
 Student Organization Treasurer Name

Sam Fran
 Signature

(415)123-4567/SAM@mail.sfsu.edu

Contact Info Phone#/Email (@mail.sfsu.edu EMAIL ONLY)

Gate Ors
 Student Organization Advisor Name

Gate Ors
 Signature

(415)123-4859/GATEORS@sfsu.edu

Contact Info Phone#/Email (@mail.sfsu.edu EMAIL ONLY)

APPROVALS

<hr/>	<hr/>
Student Activities & Events Signature	Date
<hr/>	<hr/>
Campus Rec Signature (Sports Clubs Only)	Date
<hr/>	<hr/>
UCorp Signature	Date

Student Activities and Events Use ONLY:

Date Received:	Additional Information:

UCorp Use ONLY:

Date Received:	Assigned Student Org Fund #:	Additional Information:

Deposits

Deposits can be made to your org account by utilizing the Student Organization Cash Deposit Form. The form is completed by the org representative making the deposit, and submitted to the Bursar Office located on the bottom floor of the Admin Building **Window D** for processing. *See Bursar website for hours of operation.*

1. Deposit all receipts (cash/check payments) with the Bursar Office within 3 business days of receipt. Whenever cash exceeds \$1,000 or cash and cash equivalents exceed \$5,000 it should be deposited more frequently. When collecting cash for a student org event after hours, the night deposit drop box, located outside the Administration building should be used. All deposits deposited in the drop box must be accompanied by a completely filled out deposit transmittal, and cash/checks all placed in sealed envelope. **Deposits should not be loosely placed in the drop box.**
2. Establish good controls over cash receipts, use a lock box or safe to store cash and receipts.
3. Attach copies of hand receipts to the deposit form.
4. Transport deposits to the Bursar Office in a secure bag. Deposits should be handled by two persons if deposit is greater than \$250.00 and by police escort for deposits when cash exceeds \$1,000 or cash and cash equivalents accumulatively exceed \$5,000.
5. On the deposit form enter the following:
 - a. **Student Organization Name:** Enter your Org name here.
 - b. **Prepared by/Phone #:** Enter the name and phone # of the person preparing the deposit.
 - c. **Date:** Enter the date the deposit was prepared.
 - d. **Total Cash (adding machine tape or worksheet):** Enter the total of all the cash (currency/coin).
 - e. **Total Checks (adding machine tape or worksheet):** Enter the total of all the checks.
 - f. **# Of Checks:** Enter the number of checks in the deposit.

Note: All checks should be made payable to **"UCorp- followed by (Org Name)"**
 - g. **Deposit to:** Enter the Org's five-digit fund number beginning with U; the rest of the chart field string is hard-coded.
 - h. **Verified by:** Enter the name of the person that verified the deposit. Org members should have 2 members preparing the deposit. *Note: The preparer and the verifier cannot be the same person.*

*In the event deposit forms are received without a second verifying signature, a staff member at the bursar window will sign as the second signature. Once the deposit is made, an email will be sent to the org president and treasurer confirming receipt of deposit and amount.

6. The deposit shall have attached a completed UCorp Deposit Transmittal Form, tape receipt with the total amount of dollars collected, and any necessary supporting documents such as

copies of checks, flyers from the event, receipts of revenue collected, and any related documents. **The SAE staff will allow student organizations to use the office copy machine and receipt calculator as a resource provided to them, if needed.**

7. **When depositing donations**, a separate deposit transmittal needs to be completed and turned into Development, ADM 154 for processing. The deposit should include the student org account and all supporting documentation (solicitation information) identifying what the donation is for and any restrictions that may be part of the donation.

Note: All checks should be made payable to ***“UCorp- followed by (Org Name)”***

8. Bursar will enter the following:
 - a. **Shortage:** If the deposit is short, enter the Org's fund number; the rest of the chart field is hard-coded.
 - b. **Overage:** If the deposit is over, enter the Org's fund number; the rest of the chart field is hard-coded.
 - c. **Total Deposit:** Enter the grand total of the deposit here.
 - d. **Description or reference information:** Enter the name of the event or other description here.
 - e. **Hand Receipt #'s:** If hand receipts were used, enter the receipt numbers here. Note: Attach the copy of the hand receipt to the deposit form.

*Your organization is responsible for all items deposited into your account. Your organization may be subject to a \$20.00 return check fee for each deposited item returned by the bank.

3rd Party Payment Collection Sites

Student Orgs must speak with Ucorp first to obtain approval. In order for the 3rd Party collection website to be considered it must meet the following criteria:

- a. The payment collection site must be able to cut a check to the University Corporation, SF State for the funds collected (*Funds cannot be linked to a personal bank account*)
- b. The payment collection site must be able to provide a transaction history statement of all deposits collected. This supporting documentation should be furnished when depositing the funds.

Note: All checks should be made payable to ***“UCorp- followed by (Org Name)”***.

Total funds collected through the website must be deposited in its entirety. Organizations may not directly make withdrawals to make payments/ reimbursements to vendors or org members through the 3rd party payment collection websites.



The University Corporation, San Francisco State
 1600 Holloway Ave, Admin. Building #361
 San Francisco, CA 94132

**** DO NOT USE THIS FORM FOR DONATIONS (Please use other form)**

STUDENT ORG DEPOSIT TRANSMITTAL

PLEASE SUBMIT THIS FORM TO BURSAR'S OFFICE WINDOW G
 Mon -Thurs 8:30am - 5:00 pm & Fri 8:30am - 4:30 pm

Prepared by (print & sign): Sam Fran
 Verified by (print & sign): Franco Braue *FRANCO B.*
 Date: 9-12-2018
 Program Contact: Sam Fran
 Program Email: SAM@mail.sfsu.edu
 Program Phone: (415)123-4567
 Student Organization Name: Candy Land Club
 Student Organization Account #: U1XXX

Item Type or Account No.	Fund Number (Student Org Acct#)	Department Number	Project Number	Payor (First Name, Last Name)	Type of Deposit (check, Money order, Cash, Foreign Draft)	Amount	Additional Information (i.e. purpose, description of event)
580931 - All Other Revenue	U1XXX	9100		Spreadsheet Attached	Cash	525.00	Fundraising T-Shirt Sales
580920 - Membership Dues	U1XXX	9100		Johnny Cash	Check	250.00	Membership Dues
660003 - Petty Cash Return	U1XXX	9100		Petty Cash Itemization form for details	Cash	1.50	Petty Cash Return of unused funds
503906 - Sponsorships	U1XXX	9100		Chipotle	Check	232.20	Sponsorship Event
< Please Select >	U1XXX	9100			<Please Select>		
< Please Select >	U1XXX	9100			<Please Select>		
< Please Select >	U1XXX	9100			<Please Select>		
< Please Select >	U1XXX	9100			<Please Select>		
TOTAL:						1,008.70	

- Note (examples of what account to use):
- *580807 - Merchandise Sales (examples: Book Sales, Sweatshirt Sales)
 - *503906 - Sponsorships / Food Fundraising Revenue (example: paid company logos on event flyers & merchandise/ % portion of sales revenue collected from restaurants)
 - *580920 - Membership Dues
 - *580090 - Balance Transfers from Non-UCorp Bank accounts (example: Patelco bank closure)
 - *580931 - For All Other Revenue (examples: Ticket Sales, Revenue from Volunteering at Events)
 - *660003 - Petty Cash Return (use this account if depositing unused petty cash)

BILLS (Enter Total Amounts)		COINS (Enter Total Amounts)	
\$1.00	1.00	\$0.01	
\$2.00		\$0.05	
\$5.00	5.00	\$0.10	
\$10.00		\$0.25	
\$20.00	20.00	\$0.50	0.50
\$50.00		\$1.00	
\$100.00	500.00		
Total Currency:	526.00	Total Coins:	0.50

No. of CHECKS 2

Total Cash Amnt \$ 526.50
 Total Checks Amnt 482.20
TOTAL DEPOSIT \$ 1,008.70

- 1 Checks must be properly endorsed to The University Corporation, if not originally made payable to The University Corporation
- 2 Attach the following to the deposit transmittal form:
 - a. Adding machine tape reconciling to the total on the Deposit Transmittal and the original checks, and
 - b. Copies of all checks
 - c. All supporting documentation (calculation spreadsheets, emails, event flyers)

Petty cash

The Org must have funds available in their account to cover any petty cash advance. Cash advances are typically used for small incidental purchases such as grocery store purchases, decorations, other small event supplies or organizational purchases.

Note: *Petty cash should not be used to make payments to vendors who are providing goods and services to your organization. Payments should be made directly to the vendor via the **Student Org Check Request Form** (see **Direct Payment to Vendor** section). As required by law, UCorp may need to report these payments to the State and Federal Agencies at the end of the year for tax purposes.*

Petty cash can be issued in an amount **up to** \$100 or up to 90% of the Student Org fund balance. Petty cash advances will be disbursed at the Bursar office window.

1. To receive Petty cash, the **Student Organization must complete the Student Organization Petty Cash Form** per instructions:
 - a. Indicate the Amount
 - b. Signature of both Authorized Org Officers are required (*President and Treasurer*)
2. Take the signed petty cash request form to the Bursar Office Window D.
 - a. Bursar will issue the petty cash advance, assign Advance #, and provide a Student Organization petty cash envelope filled out with the required information and include an Itemized Expense Report form to keep track of the expenses paid with the advance. **Note:** *Photo ID will need to be presented for Petty Cash Withdrawal*
3. Once your event is complete you must bring the Student Organization petty cash advance envelope along with the Itemized Expense Report and any unused funds back to the Bursar Office window no later than **one business day** after your event. The Itemized receipts/invoices (complete with vendor name and address) and the unused funds should add up to the original advance amount. If \$25.00 over the advanced amount is incurred, a **Student Organization Check Request Form** is needed in order to be reimbursed for the difference. A copy of the completed information on the Student Organization Cash Advance Envelope will be provided to you and to UCorp.
4. Another petty cash **cannot** be given if a student organization has a current outstanding petty cash. If a petty cash advance is outstanding more than a month, SAE will be notified and the student organization could be subject to discipline action by SAE.



STUDENT ORG PETTY CASH DISBURSEMENT

BURSAR'S OFFICE WINDOW G Mon -Thurs 8:30 am - 5:00 pm & Fri 8:30 am - 4:30 pm
1600 Holloway Avenue, Admin. Bldg.361, San Francisco, CA 94132

Petty Cash reimbursements cannot exceed \$100 or 90% of the student org fund balance.

Student Organization Name: Candy Land Club

Student Organization Account #: U1XXX

Name (Please Print) Sam Fran	Date 9/12/2018	Phone (415)123-4567
Home Address, City, State, Zip Code 1072 Gingerbread Man, Daly City, CA 94015		

Contact Extension: X34678 Email: SAM@mail.sfsu.edu
(@mail.sfsu.edu EMAIL ONLY)

PEOPLESOFT CHARTFIELD

Account	Fund	Dept	Program	Class	Project	Amount
660003	U1XXX	9100				56.00
660003	U1XXX	9100				
660003	U1XXX	9100				
Total						56.00

Description/Purpose: Annual Candy Land Club Welcome Night - Event Supplies such as cups, plates, napkins, utensils, water, soda, and food.

I CERTIFY THAT: The undersigned treasurer and president accepts full responsibility for submitting all supporting documentation (ORIGINAL receipts and other relevant documentation) for the petty cash disbursement by the next business day.

Prepared By: *Sam Fran* Date: 8/14/18 Verified By: *Franco Brano* Date: 8/14/18
(Signature of Student Organization Treasurer) (Signature of Student Organization President)

I will be picking up the petty cash.

I will be picking up the petty cash.

Ucorp / Bursar Use Only	
Student Org Fund Bal:	_____
Prepared by:	_____
UCorp Entered:	_____



The University Corporation, San Francisco State
 1600 Holloway Ave, Admin. Building #361
 San Francisco, CA 94132

STUDENT ORG PETTY CASH ITEMIZATION FORM

This form is to be included with the Petty Cash Envelope upon issuance of Petty Cash and must be returned by the student org along with the Petty Cash Envelope and ORIGINAL itemized receipts.

Student Organization Name: Candy Land Club	Student Org Fund #: U1XXX	Contact Name: Sam Fran	SFSU E-mail: SAM@mail.sfsu.edu	Phone: (415)123-4567	Date: 8/13/18
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Date of Expense	Account #	Department	Description of Expense	Amount
8/7/18	660003	9100	Cups	12.25
8/7/18	660003	9100	Napkins	8.25
8/7/18	660003	9100	Plates	4.25
8/7/18	660003	9100	Utensils	6.25
8/7/18	660003	9100	Food and Drinks	25.00
	660003	9100		
	660003	9100		
	660003	9100		
	660003	9100		
TOTAL:				56.00

Description of Business Purpose:
 Annual Candy Land Club Welcome Night - Event Supplies
 Event on 9/25/2018

Bursar Use ONLY:

Date Received:	Petty Cash Advance #:	Additional Information:
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Payment Requests

In order to make a payment request the Student Organization must currently have funds available. Payment requests are commonly used to pay for supplies and services, such as guest speakers, catering, comedians, DJs, setup crews, rental equipment, special event insurance, etc. *Plan ahead, as most payment requests are processed with in a seven-day turn around after receipt of an approved payment request.* Submit all request to window C or D at the Bursars office in the Administration building on the first floor.

Types of payment requests:

Reimbursements – This occurs when a student organization member has spent his/her personal funds and seeks reimbursement. The following must be completed to receive a reimbursement:

1. Complete a Student Organization Check Request per instructions
2. Attach a copy of receipts that support reimbursement requested
3. Obtain signature of Org Officer (President or Treasurer) **cannot be the same as requestor*
(**Note:** *Payment Requests OVER \$2,500 require The Director of SAE signature*)
4. Org contact information is required
5. Business purpose/description of event are required along with supporting documentation

Note: *Student Organizations should not use personal funds then request reimbursement for payments made to vendors who are providing goods and services to your organization. Payments should be made directly to the vendor via the **Student Org Check Request Form** (see **Direct Payment to Vendor** section). As required by law, UCorp may need to report these payments to the State and Federal Agencies at the end of the year for tax purposes.*

Direct Payment to Vendor – This is a payment to vendor who the Student Organization is receiving goods or services from the vendor. Checks issued to vendors will be mailed to the vendor's remitting address after the event is over and the service is completed. Checks that are required to be held for pickup must indicate such on the check request form and include the on campus contact responsible for picking up the check from the campus disbursement desk, Admin 358.

1. All vendor payments require a completed W-9 for the vendor
2. Complete a Student Organization Check Request per instructions
3. Attach a copy of the invoice or quote from the vendor
4. Obtain signature of Org Officer (President or Treasurer) **cannot be the same as requestor*
(**Note:** *Payment Requests OVER \$2,500 require The Director of SAE signature*)
5. After UCorp has approved the check request and verified Org funds, it will be submitted to Accounts Payable for payment to be processed.
6. Org contact information is required
6. Business purpose/description of event are required along with supporting documentation

Type of payee (vendor, student, and employee) must be identified. Employees are commonly only paid for reimbursement of goods. If a student organization wants to pay an employee (UCorp or university) for services, please contact UCorp first to determine if payment is allowed.

Keep copies of the above for your records.



THE UNIVERSITY CORPORATION, SF STATE
1600 HOLLOWAY, SAN FRANCISCO, CA 94132
STUDENT ORG CHECK REQUEST FORM

D.C. No. _____

Date: _____

ORG FUND NO: U1XXX
STUDENT ORG CONTACT:
Sam Fran
CONTACT PHONE NO:
(415)123-4567

If payable to SFSU, please indicate University account
or Invoice # 1234567

Check Distribution/Special Handling:

- Mail to payee's address
- Hold/Call for Pickup
- Phone: _____
- Other: _____

MAKE CHECK PAYABLE TO:

INDIVIDUAL/COMPANY: Acme Cafe
ADDRESS: 123 Main Street
CITY San Francisco STATE CA ZIP CODE: 94112

Legal resident of the United States or Legally Incorporated?
 Yes No -- see below

Immigration Status:
 J-1 Other Passport No _____

This payment is subject to 38% withholding: PLEASE COMPLETE THE 1042 S FORM
All others COMPLETE W-9 FORM

DIRECT PAYMENT REIMBURSEMENT TO STUDENT ORG MEMBER

DESCRIPTION FOR GOODS AND SERVICES PROVIDED				DETAIL	AMOUNT
ACCOUNT	FUND	DEPT ID			
660003	U1XXX	9100	Food for Fundraising		120.00
660003	U1XXX	9100	Decorations for Fundraiser		25.00
660003	U1XXX	9100			
				TOTAL AMOUNT	145.00

I CERTIFY THESE EXPENSES ARE VALID, THAT THEY ARE RELATED TO THE OBJECTIVES OF THE STUDENT ORG, AND THAT THE ATTACHED RECEIPTS ARE ORIGINAL.

Print Name: Franco Bravo

Print Name: Sam Fran

Franco Bravo

8/14/18

Sam Fran

8/14/18

AUTHORIZED STUDENT ORG PRESIDENT or TREASURER SIGNATURE DATE

REQUESTOR'S SIGNATURE DATE

Above \$2,500.00

Director of Student Activities and Events

ACCOUNTING USE ONLY

Vendor: _____ Acct: _____ Inv Nbr: _____
Inv Date: _____ Inv Amt: _____ Rept Amt: _____
Dup Inv: _____ Spec Msg: _____

Date Received By UCorp: _____ Approved For Allowability: _____ Date Received by A/P Dept: _____ E/P Processing
By: _____ By: _____
Date: _____ Date: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Acme Cafe	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) 123 Main Street	Requester's name and address (optional)
6 City, state, and ZIP code San Francisco, CA 94112	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
1	2		3	4	5	6	7	8	9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ <u>8/14/18</u>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Alcohol Purchases

Student Orgs are never allowed to use organization funds to purchase alcohol or pay “Bar Guarantees” at venues.

Contracts/Agreements

Contracts and agreements for a Student Organizations events or services must be entered into by the Student Organization only. UCorp only serves as the student organizations funds holder. When entering contracts, student organizations should sign as “**(student org name) at San Francisco State University**”. Student Organizations **DO NOT** have the authority to sign on behalf of San Francisco State or its affiliates.

Insurance for Events On and Off Campus

It is the responsibility for student organizations to ensure proper coverage for all events. Please contact SAE to ensure your org has the appropriate insurance coverage.

Chargebacks from Campus

If your org has transactions between campus departments for goods/services provided, a chargeback may be possible. Contact the FMS if you will be using these campus departments for services: Creative Media Services, Event Planning, Parking Services, or Printing Services.

Raffles/Prizes

Raffle/prizes are not allowed to be used at events. Please contact the UCorp if you have questions.

Dispersal of Funds

In the event that this organization becomes inactive during a 3-year period, any funds remaining in the account will be transferred to **The Division of Student Life**. If you wish to transfer funds to a specific organization, please provide the name and address of proposed organization (*not an individual*). Please contact SAE to begin the process of dispersal of dissolution org funds.