

EASTERN MICHIGAN UNIVERSITY

Student Organization Fund Guidelines

Last Revision: August 2019

Student Organization Procedures for Managing Funds



**Campus Life
345 Student Center
Ypsilanti, MI 48197**

Welcome student organization leaders and advisors! We recognize and value the contribution that student organizations make to a vibrant collegiate experience. As your organization goes about the business of engaging students in meaningful activities outside the classroom, you will find that there are instances where you'll need to either spend or deposit money associated with your club and its activities these processes are to assist you in managing your funds appropriately.

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Be sure to read this information thoroughly, share it with the members of your organization, and feel free to let us know if you need additional guidance as you learn to navigate these processes.

Eligibility Requirements

Organizations must be currently recognized by Campus Life, located at 345 Student Center, by updating their information in the Student Organization Web Portal a minimum of once per year tiny.emich.edu/EagleSync. The Student Organization Web Portal must contain the following information:

- There must be, at minimum, 5 members/participants listed in the portal to be recognized as a valid and current student organization.
 - A Primary Contact must be designated.
 - The Student Organizations Advisor must be listed.
 - Officers of the Student Organization must be listed.
 - Authorized signers must be noted. Authorized signers must include, at minimum, the President, Vice President, Treasurer, and Faculty/Staff Advisor. Other signers may be added at the discretion of the student organization.
- ✚ Failure to maintain the above information in the Student Organization Web Portal may result in delays of payment processing.
- ✚ All student organizations must maintain their own bank account at an accredited financial institution, such as EMU Credit Union located in the Student Center. Student organizations that receive funds from University sources (example: Campus Life, Student Government or other EMU departments) are required to submit an invoice to the respective department in order for the University to transfer the funds to your off campus account.
- ✚ Accounting will automatically close Student Organization EMU assigned X Fund accounts that have a \$0 balance. If any funds remain in an X Fund after the 2019/2020 academic year those funds will be transferred to the original EMU department funding source, or if no EMU department can be identified, the funds will be transferred to Campus Life in support of student organization activities.

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Depositing Checks

- ✚ Checks to be deposited should be made payable your student organization and should be deposited to your external bank account.

Receiving Funds from EMU Departments

- ✚ Funds received from any EMU Department will be electronically deposited into the student organization's bank account.
- ✚ Each Student Organization must be set up as a vendor in our Accounts Payable system. To do this you need to complete a W9 and a Direct Deposit form located on the Accounts Payable website. These forms must be brought or faxed to Accounts Payable. <https://www.emich.edu/controller/payable/apforms.php>
- ✚ To receive funds from an EMU department you must submit an invoice to the department along with any pertinent backup. The invoice and backup should be emailed to emichinvoicecapture@concur solutions.com. Make sure to include the EMU employee on the header of the invoice with an *ATTN TO:* in the header of the invoice.
- ✚ The Department will process the invoice through the Concur eInvoice system for payment.

Forms and other Resources for Managing your Fund may be obtained from:

- ✚ Online Business and Finance forms - <http://www.emich.edu/busfin/forms.php>
 - W-9 Tax form
 - Student Organization One Time Payment Request
 - Authorization for Direct Deposit
- ✚ Student Organization Web Portal - <http://emu.collegiatelink.net/>
- ✚ Student Organization Recognition Process - <http://emich.edu/campuslife/student-organizations/start-an-org>

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Procedures for the One Time Transfer of Existing Funds

1. A student organizations will be required to have an external bank account which will include the Student Organization Advisor as a signer. The Advisor's signature is only required for continuity purposes when officers change. The Student Organization Officers have fiscal responsibility to 1) maintain the account balances, 2) ensure funds are being spent properly and for intended purposes, and 3) are also responsible for any overdrafts and fees that they may incur.
2. Once the proper external bank account has been established, the student organization's officer(s) will need to submit a W9 and a Direct Deposit form to Accounts Payable to be established as a University vendor. Both forms are located on the Controllers website <https://www.emich.edu/controller/forms.php>
3. Student officers must complete a One Time Student Organization Payment Request located on our website at <https://www.emich.edu/controller/accounting/gastudentorgs.php>. This payment request must have the signatures of 2 officers and the Faculty/Staff advisor.
4. The completed form must be brought to the Accounting Office in 201 Hover and submitted with proper ID of both signing officers.
5. The Accounting Office will submit the request for payment in Concur.
6. Campus Life will approve the request in the Concur system.
7. When the payment to the Bank has been processed, the student org fund will be closed.

For questions and assistance with your Fund contact:

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Campus Life

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Accounting

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