



## EXHIBIT L

### STUDENT ORGANIZATION ACCOUNT REQUEST FORM PROCEDURES AND TERMS OF AGREEMENT

Registered student organization may open and maintain a student organization account with UC Hastings College of the Law Office of Fiscal Services. This account may be used to deposit and request for disbursement from the registered student organization's general fund.

The designated authorized signers have the authority to initiate disbursements from the student organization account. To receive disbursement, two authorized signers must sign the request for disbursement.

The payee cannot authorize his/her own Request for Disbursement form. The Assistant Dean of Student Services can authorize the disbursement in the absence of an authorized signer.

Student Organization accounts are activated every August 1<sup>st</sup> of each year. The authority of authorized signers expires on July 1<sup>st</sup> of each year.

#### Setting Up a Student Organization Account

1. Register the new student organization with Student Services. Have at least three authorized signers read and fill out the Fiscal Account Form For Registered Student Organization (Exhibit L). Have Student Services certify Section 4 of Exhibit L. There is no charge to set up an account. A student organization can be opened anytime throughout the year.
2. Submit this completed form to Fiscal Services. Once the new account is set up, a confirming E mail will be sent to the authorized signers with the student organization 7- digits account number.

#### Updating a Student Organization Account

1. It is the responsibility of every student organization to inform Fiscal Services for any changes in the authorized signers.
2. To add and or delete authorized signers, check the appropriate box in Section 2 of this form. Have Student Service certify Section 4 and submit the completed form to Fiscal Services.
3. To activate a student organization, register with Student Services, assign at least three authorized signers, have Student Services certify Section 4 and submit the completed form to Fiscal Services

#### Processing Transactions

1. Authorized signers listed on Exhibit L have access to the student organization account.
2. The Office of Fiscal Services will process deposits and disbursement of student organization funds.
3. Deposits and disbursements shall be made in accordance with the Instruction on the Request for Disbursement from UC Hastings Student Organization (SO) Account form.
4. Authorized signers will have access to the current account balance.
5. If cash available becomes zero or overdrawn, Fiscal Services will not process any transactions until funds will become available.
6. All student organization financial transactions must be completed by June 30<sup>th</sup> of each year.

#### Terms and Conditions

1. If an organization does not register with Student Services for two consecutive years, and/or does not have any transactions within two years, the account will be declared inactive. Any remaining cash balance for non-journal accounts will be transferred to ASUCH for the general support of student organizations.
2. The designated officers of the organization have signed and agreed on the Student Organization Registration form that they will comply with the *Student Handbook*.

If you have questions regarding this request form, please contact Fiscal Services at (415) 565-4704 or by E-mail at [fiscal@uchastings.edu](mailto:fiscal@uchastings.edu).