On-Campus CLUB accounts are free for registered student organizations, and are a convenient way to manage your organization finances. Whether you choose to have a CLUB account, or are looking for ways to better manage your organization budget, remember that the SAI is here for you!

ON-CAMPUS CLUB ACCOUNTS
All registered undergraduate organizations may request an on-campus CLUB account. A CLUB account is like an on-campus bank account—you can deposit dues or fundraised money, withdraw cash, or have checks written from your CLUB account.

• To request a new CLUB account, or confirm your CLUB account information (POETS code or balance), please contact the ASG Activities & Budget Coordinator at slic@sandiego.edu.
• Remember! You must maintain a positive balance in your CLUB account to remain in good standing.

POETS CODES AND PAPERWORK
The university has a unique set of procedures when using your on-campus CLUB account. Here are some helpful tips for navigating the university’s account system:

POETS Code
Your CLUB account can be accessed via a POETS Code, which is basically an account number unique to your organization’s CLUB Account.

Most POETS Codes look like:
- P - CLUB00000-(#####)
- O - Agency Funds General
- E - Miscellaneous
- T - A1234.00
- S - A### (i.e. A1234)

Depositing Funds
It’s always good to deposit dues or any funds your organization raises or receives right away! Use a Cashier’s Office Deposit Form found at www.sandiego.edu/finance/cashiers/forms. Fill out everything in the top half of the form, and under “Distribution,” only fill out your CLUB Account (POETS Code) under “Deposit of Expense -- POETS String”. You do not need any approval signatures for deposits; simply take your completed Cashier’s Office Deposit Form to the Cashier’s Office in Hughes 211.

ACCOUNTS PAYABLE
If your organization wants to use funds from your CLUB account to pay an invoice, vendor, or speaker/entertainer in any amount over $100, fill out a Payment Request (to pay non-university employees), or an Employee Expense Report (for any person employed at the university). These forms can be found at: www.sandiego.edu/finance/accounts_payable/forms.php.

• You will need your POETS Code, original documentation (e.g. itemized receipt, detailed invoice, performance agreement), as well as important Payee information in order to complete the paperwork.
• All Accounts Payable paperwork must have your faculty/staff Advisor’s (supervisor) signature AND Jennifer Lee’s (budgetary) signature before it can be processed.
• Plan ahead because Accounts Payable paperwork takes 10-14 business days of processing time before a check is written.
• Accounts Payable is located in Hughes 110.

Petty Cash Payments
A Petty Cash Voucher (found on the same Accounts Payable website above) can be used to reimburse members in any amount under $100. A petty cash voucher has the same requirements as a Payment Request or Employee Expense Report explained above.

• You can also make payments out of your club account using the ASG credit card. Please stop by SLP 308 during regular business hours to use the card.

• NOTE: The ASG card can only be used to purchase food and goods. Services cannot be paid for on the card.

Associated Student Government Budget Committee (ASBC)
All registered undergraduate student organizations may request funding from the Associated Student Government Budget Committee (ASBC) via ToreroOrgs. Start at your organization’s profile at www.sandiego.edu/toreroorgs.

• See “The SAI’S Guide to Funding Your Student Organization Event” or visit the ASG Executive Area in SLP 312 for more information.
• NOTE: ASBC Paperwork is different from CLUB account paperwork. The forms explained in this handout only apply to your organization’s CLUB account.