

CLUB FINANCIAL CODE

1. All clubs must have an account in the college's fiscal services office through which all financial transactions shall be made. All money collected from dues, fundraising, etc. must be deposited into the club account.
2. An ASO Authorized Signatures form of the advisor(s) and any students responsible for financial transactions must be on file with the fiscal services office. Only those persons whose names appear on the form shall be allowed to withdraw money from the club account.
3. Check Requests must be submitted to the fiscal services office at least three (3) weeks prior to the date needed.
4. Advances for purchases may be obtained via check request, but all receipts must be turned in to the fiscal services office the day purchases have been made.
5. Reimbursements shall be made after all receipts have been turned in to the fiscal services office.
6. Cash boxes and change are available for fundraising activities. They should be requested at least ten (10) days prior to the activity and must be returned immediately following the activity.

The fiscal services office is located in the Administration Building.