

New Organization Request Form

Org Name: _____

Org Number: _____ [verify Orgcentral](#) [input into USL](#) [make treasurer folder](#) [create check file tab](#)

Welcome to Associated Student Activities (ASA). As the financial office for all registered student organizations of the University Park campus, we are here to help you and your organization to be successful. This form contains information and tips that will help you to be a successful treasurer for your organization. If you have any questions about this material, or any other financial matters throughout the semester, please visit us in 240 HUB-Robeson Center, and we will be happy to serve you!

- **Online Resources <https://studentaffairs.psu.edu/involvement-student-life/student-organizations/student-organization-finance-funding/ASA>**
 - Treasurer's Guide
 - Online forms, references, and tools for Treasurers
 - Helpful links including UPAC and Program Registration

- **Benefits of being a Recognized Student Organization (RSO):**
 - **Earning Interest:** Each RSO (with the exception of solicitation and administrative accounts) that banks with us will earn interest each month. The amount earned is dependent upon the average daily balance in the organization's account.

 - **Financial advice and record keeping:** According to policies and procedures for student organizations, organizations are required to use ASA for their banking and financial services. ASA ensures that funds are used in accordance with University, ASA & UPAC policies.

 - **Location:** Since the office is centrally located in 240 HUB-Robeson Center, you will be able to easily communicate with members of the ASA, UPAC, Student Engagement, Student Affairs and Event Management offices. You may also submit forms and questions via email to ASAOoffice@psu.edu.

- **Rules & Responsibilities:**
 - **Treasurer Workshops are MANDATORY and are held each semester.** Please visit ASA's website for a current schedule.

 - **Communicate financial policies and timelines to organization members:**

In order for members of an organization to be reimbursed and receive funds in a timely manner, **itemized, original receipts must be submitted for ALL transactions.** If original receipts are lost or misplaced, reimbursements will not be made.

All travel must be registered prior to receiving reimbursement. The travel registration form, participant roster, travel itinerary and detailed day-by-day itinerary is available on OrgCentral and must be submitted three days prior to travel.

Donations requiring tax receipts must be processed through OUD.

 - **Financial Audits:** All organizations are subject to the possibility of an audit to be completed by the Financial Reporting Division of the Corporate Controller's Office. Organizations will be notified in the event of this occurring and ASA will assist with the audit.

- ASA's primary duty is to ensure each group has consistent documentation for all transactions. This includes signatures and original receipts. If a transaction does not have all the necessary documentation when turned in, ASA will not process until documentation is complete.
 - **Keeping your organization's financial ledger:** As a treasurer, it is highly recommended that you keep a financial ledger for your organization. ASA is not able to store or make copies of donations, dues, etc., so it is important to keep a ledger and compare it to ASA's transaction report on a regular basis. Any discrepancies should be reported to ASA as soon as possible.
 - **Processing financial expense transactions:** As the treasurer, YOU are the sole individual responsible for executing financial expense transactions on behalf of your organization (with the exception of a purchase order). All check requests must have your signature.
 - **Purchase Orders:** You may authorize up to three individuals from your organization to request a purchase order (identified on the Treasurer Card). These individuals are **ONLY** permitted to sign purchase orders and are not permitted to execute any other financial transactions.
 - **Treasurer's File:** As a treasurer, it is your responsibility to check your Treasurer File (located in the ASA office) on a regular basis. Invoices received in the mail (which require your signature), donation receipts, and any incomplete documentation will be placed in your file for your handling.
 - **Check Pick Up:** Only the treasurer can pick up checks for their organization. The payee (person to whom the check is made out) can also pick up their own check. Proper identification is required.
- **UPAC Funding**
- As a Recognized Student Organization, your organization can apply for UPAC funding (see the UPAC website). In addition, your organization can also apply for \$50 of funding for office supplies. You may apply for the \$50 once every academic year.
- **Transaction Reports**
- You may request a Transaction Report, which is a breakdown of income and expenses for your organization, by stopping in ASA or by emailing ASAOffice@psu.edu. Only the treasurer, president, and advisor can request a Transaction Report.
- **To be Successful:**
- Write legibly and do not abbreviate your organization's name
 - Fill out forms in their entirety and provide all necessary documentation
 - Plan ahead – financial transactions take 7-10 days to process and contracts 15 days (once completed & turned in)
 - If unsure, ask questions!

I have read and fully understand all the policies and procedures discussed in this document.

Treasurer's Signature: _____

Date: _____