These accounts allow Recognized Campus Organizations (RCO’s) to attain a bank account that they can use to deposit and withdraw money, pay for on-campus services, and more. ASUCI club accounts are under the club name and not in an individuals name, which may prevent theft of funds.
OVERVIEW

Establish an Account
Deposit & Withdraw Money
View Balance
Funding Accounts
A club account number is generated when your organization is officially recognized. This account number will remain the same every year that the organization is re-registered. Check MyOrgs for your organizations status.

1. Complete the Campus Organizations Re-Registration or New Org Registration process. Signers must complete all registration requirements to access ASUCI account. See COOL orientation for more information.

2. A club account number is generated when your organization is officially recognized. This account number will remain the same every year that the organization is re-registered.

3. One signer must visit the ASUCI office (Student Government & Student Media G244) at the Student Center to activate the account. Signer must have picture ID and club account number ready.
DEPOSIT MONEY
Any person can deposit money into the organizations bank account.

Come in-person to the ASUCI office located in Student Government & Student Media (G244 Student Center). Must visit ASUCI to activate account.

Be prepared with the ASUCI club account number.

Fill out a deposit slip & hand it in with the cash/checks to the person behind the front desk.
WITHDRAW MONEY

Only **authorized signers** of the organization can withdraw money.

Fill out a **Check Request Form** found on the ASUCI club accounting website or in the ASUCI office.

Turn in the signed Check Request Form in the ASUCI office. They will verify you are a signer before processing the Check Request.

Check Requests will be processed and ready for pick-up within **3-5 business days**.

[asuci.uci.edu/accounting](asuci.uci.edu/accounting)
IF REIMBURSEMENTS ARE NEEDED, PLEASE COMPLETE YOUR CHECK REQUESTS BY JUNE 15TH of every year.
VIEW ACCOUNT BALANCE

Only authorized signers of the organization can check account balance.

asuci.uci.edu/accounting

LOG IN ONLINE TO VIEW BALANCE

MUST BE A SIGNER TO LOG IN.
Funding accounts are created for your organization if you receive funding from one of the funding boards. They are separate from your club account.

MUlticultural Programs Funding Committee (MPFBC)

Student Programming Funding Board (SPFB)

The Green Initiative Fund (TGIF)

Campus Organizations Funding Board (COFB)

campusorgs.uci.edu/resources/funding
FUNDING ACCOUNTS $$

1. **A funding account number** is sent to your email when you are awarded funding from a funding board.

2. Go to ASUCI (G244 Student Government & Student Media) to fill out a Check Request. Include all **original receipts**.
   - If needing reimbursement for food then include a sign-in sheet. If it was an event then also include a flyer.

3. Turn in Check Request and required documents to ASUCI. Checks are processed within 3-5 business days.
THANK YOU!

ASUCI

949.824.2400 | asuci.uci.edu