WHERE DO I FIND THE CHECK REQUEST?

All check requests can be found on: www.asuci.uci.edu

Go to the “Accounting” section

Then go to “Club/Org Check Request”

Once you click on the “Club/Org Check Request” link then it will ask you to sign in with your UCnet ID and password. Once you are logged in, you will be taken to the actual form where you input your information.
The "Payee Information" will be the person, company, or organization receiving the check.

- The date and barcode at the top will be generated automatically when filling out your form.
- The "Requester" and the "Payee" may be the same person.

The "Requester Information" is the information of the person who is filling out the form.

- Clubs are not allowed to mail checks. Pick-up only.

- The "Requester" will be the one to receive notification if there are issues with the check request.
- The "Requester" will also be receiving notifications of when the check is ready for pick-up or has been mailed out.
This section will be where you describe the things you purchased or are getting reimbursed.

- The description should be a brief description of:
  - What?
  - Where?
  - Why?

The amount for total reimbursement goes here.

Only authorized signers are allowed to fill out check requests and would provide a signature in this box.

The bottom copy is for your club’s records and financial purposes.
GUIDELINES

- Club check requests do not require receipts like the Funding Board or Student Government check requests.

- Transfer of Funds - If you would like to transfer funds to another club/organization, then have the payee name be the club name and in the description box put “Transfer to 205xxxx”. The account number in the description box should be the account number of the club who is receiving funds.
SUBMITTING YOUR CHECK REQUEST

When your check request is complete, you must turn it in to the front desk at the Student Government & Student Media Office.

- The front desk staff will double check for any missing information or paperwork.
- Our office is open on Monday-Friday from 8:30am-5:00pm.
- Located at Student Center across from the ATM.

Check requests are ready between 3-5 business days.

- You will be sent an e-mail notifying you that your check is either ready for pick-up.
- We do not rush checks due to high volume of requests a day.

If you do not receive a notification from us about your check then you may call or stop by our office.

- Phone Number: (949)824-2400
DEPOSITS

- Deposit slips are only available at our Business Office.
- We accept checks, money order, cash, and coins. We are unable to accept credit card deposits.
- If you are depositing a check, do not “endorse”/sign the back of the check.
- All checks must have the account number in the “memo” section or in the top right corner.
- All clubs are required to count their deposit prior to giving it to our front desk staff.
BENEFITS OF AN ASUCI ACCOUNT

There are many benefits to having an ASUCI account such as:

- Easy access to accounting services and professional staff located on campus
- A single annual fee for services (compared to a monthly fee at banks)
- UCI department connections that allow you to book rooms, get catering orders, and plan events in a quicker and more convenient manner
- Direct deposits from departments to give your club donations or sponsorships for events
- Online accounting available that shows all deposits and transactions made
FINANCIAL AGREEMENT

The ASUCI Business Office is proud to offer these convenient accounting services to all clubs and organizations on campus. When signing up to become a club or organization at UCI, the authorized signers agree to take on any fiscal responsibilities of the club. The ASUCI Business Office holds the right to contact the authorized signers in regards of financial discrepancies such as negative balances, insufficient funds, overdue fees, overdue invoices, and etc.

Any prolonged financial discrepancy, that has not been resolved, will result in actions from the Business Office such as forwarding of fees onto Zot accounts, academic holds, and freezing of club activities.
You may turn in a check request at any time. The final day to turn in check requests for all departments is June 15, 2018. We will not accept any check requests after this date in order to allow us to organize for the next fiscal year.

If you have any questions or concerns, feel free to contact us:

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