

Most of the information you need to know about On-Campus Accounts



Is an On-Campus Account right for your organization?

Many organizations on Campus could benefit from having an on-campus account. On-campus account advantages are:

- Checks and funds taken to the Cashier's office will be directly transferred into account,
- Quicker transactions on campus than any other option,
- Provides a security against theft.



What is the process to create an On-Campus account?

- 1. Decide to create an on-campus account-**An account will not be created until the club has decided to have an on-campus account.
- 2. Gather Information-**The following information is needed:
 - a. Club Name
 - b. Club Advisor
 - c. Club President
 - d. Index Code (see step 3)
- 3. Suggest an Index Code-**Your Index Code is your bank account # here at the University. The Index Code should be 3-6 letters that describes your club. Example: Clubs and Student Involvement VP=CSIVP You will be notified when it is approved.
- 4. E-mail-**Email the information you have gathered to the Involvement VP. (suusacluborgvp@suumail.net)

5. Information sent to Controllers-Once the Involvement VP has all the information this will be sent to the Controllers to be processed.

6. Controller Process Information

7. Operating Budget Form-Once the information has been processed, the Advisor must fill out and submit the Budget Setup form. This form can be found on the Club Handbook web page. The organization will not have access to their account until this form has been submitted.

8. Request Purchasing Card-If the organization wants a Purchasing card, the Advisor must submit a request. The Purchasing Card will be issued to the Advisor.



How can we use the money that is in our account?

Once your on-campus account has been created there are a number of ways to use that money to purchase items:

1. **Purchasing Cards**-Purchasing cards are very similar to Credit Cards. The advisor can use the Purchasing card anywhere Visa is accepted with limits that the Purchasing Department controls.
2. **On-Campus Purchases**- Food services, the Bookstore, and on campus purchases will be billed straight to your account.
3. **Purchase Orders**-Certain business in Cedar City allow the University to purchase items and charge later. To use a purchase order you must fill out a form which can be obtained from Denice Allred. Purchase orders require several signatures so you must plan ahead.
4. **Check Requisitions**-These can be used for services or reimbursements. The forms for this must also be obtained from Denice Allred. Check requisitions require an invoice attached. Check requisitions also require several signatures and time to process so you must plan ahead. *Please do not use Check Reqs unless the above do not apply.*

Contact the following with questions regarding your On-Campus accounts:

VP Involvement-
suusacluborgvp@suu.edu

Purchasing Card Coordinator(s)-
purchasing@suu.edu
435-586-7733

