

DEL MAR COLLEGE APPLICATION FOR STUDENT CLUB ACCOUNT

Name of Registered Student Organization Date

Faculty Advisor(s) (Please Print)

Comptroller Office:

The above named registered student organization is authorized to open an account in the Student Club section of College Activities. This application will be completed and returned to the Student Leadership and Campus Life Office for processing. The original will be kept in the Business Office, a copy in the Student Leadership & Campus Life Office, and a copy will be sent to the advisor. All financial transactions of the club will be handled through the College Business Office. The club will not operate a continuing petty cash fund, or a bank account other than the College Business Office account.

Any balance at the end of the school year will be carried forward to the next year. It is agreed that if this club ceases activity for a period of two years, any balance will be transferred to a scholarship fund. The Registered Student Organization agrees to:

1. Make deposit during regular Business Office hours: 7:30 a.m. to 6:30 p.m., Monday through Thursday, and 7:30 a.m. to 3:00 p.m. on Friday.
2. Identify the source of funds as deposits are made.
3. Properly endorse checks by the club advisor, club president or treasurer when checks are not made payable to Del Mar College.
4. Deposit of monies must be made one business day after event. Make timely deposits as stale dates on checks will not be accepted.
5. Make club disbursements using the Activity Fund Requisition form, available in the Student Leadership and Campus Life Office. The completed form will be turned in to the Student Leadership and Campus Life Office for processing. A copy of the form will be sent to the Faculty Advisor when payment is made.
 - a). An itemized invoice or paid bills must be attached to the Activity fund Requisition form.
 - b). Itemized paid bills will be forwarded to Business office after the transaction is completed
6. Maintain the club's balance, using the Activity fund Requisition form to reconcile their account.
7. Notify the Business Office immediately of any change in the faculty advisor or organization name.

Faculty Advisors(s) signatures

APPROVED: _____ APPROVED: _____
Director SLCL **Dean of Student Engagement**

APPROVED: _____ Date: _____
Comptroller

***** (For Business Office) *****

*ACCOUNT NUMBER _____ (Please send signed approved copy to SLCL)