

CHECKWRITING POLICIES FOR REGISTERED STUDENT ORGANIZATIONS

When you register your RSO, you will receive a bank account at the Treasurer's Office in the Union. All RSOs are required to use this on-campus account for all transactions and deposits. The only exception is a few of the Greek organizations whose national headquarters require an off-campus account. For technical details for accessing the account follow the policies below.

Checkwriting Policies

- By default, only the President and Treasurer will have checkwriting privileges initially. Additional access for advisors and other officers can be requested by the president or treasurer via email to rso@uark.edu. Please state the name and email of the person who should have access.
- The person who requests the check can pick it up (with his/her ID) at the Student Accounts office in Arkansas Union 214 prior to 4:15 p.m. on weekdays when the University is open.
 - Alternately, the person that the check recipient can pick up the check with a student or staff ID verification.
- Access permissions reset each year with the re-registration process, so that new officers can determine who they wish to grant checkwriting access.
- Individuals may not write checks to themselves.
- Checks cannot be written to "cash" or to an individual with "petty cash" in the memo line.
- Checks cannot be written to on-campus vendors; to pay on-campus charges, see "**On Campus Charges – RSO Payments**".
- If your RSO is giving a "book scholarship" or other type of scholarship, you will need to request the check made out to both the student receiving the scholarship AND the University of Arkansas. The Student Accounts office can work with you on this process.
- Receipts must be presented when picking up any check \$300 and over [you may request an invoice ahead of the purchase, if the check is to a vendor rather than for an individual reimbursement].
- If the check is written to a University faculty or staff member (including advisors), a receipt will be required regardless of the amount of purchase.
- RSO's may require stricter accounting procedures if desired; we advise that these are written into the RSO constitution.

Money to departmental accounts

We recognize that at times, a department might make a large purchase which the RSO is expected to contribute toward (such as airfare for a conference which is being split between the RSO and department) or there may be legitimate charges from a department for goods and services (such as printing). There are only two ways that money in an RSO 1102 account can be accessed by a department:

- An II (internal invoice) initiated by the department for goods and services, which the RSO has to approve via the processes set up in our [On Campus Charges](#) policy; or

- An expense transfer in which particular expenses incurred by the department can be transferred to the RSO account. The RSO would need to approve this as well, either by going to the Student Accounts office or via email to [Jo Ann Pepper](#), before the transfer could go through.
- There are certain accounts that RSO's cannot transfer money into. If the Student Accounts office determines that the requested account is one of these types, the RSO will be advised to obtain a different cost center number (account number) from the department.
- RSO's cannot "donate" to a department (from a fundraiser or otherwise). Money in RSO accounts can only go into departmental accounts for goods and services rendered, or expenses paid for specific charges incurred.

When in doubt remember the cardinal rule – RSO's are not the University. There are ways to incorporate partnerships between RSO's and departments, but all funds are handled separately through established processes and procedures.

To deposit money:

When you deposit money, you will print and fill out a deposit form (use your account number as shown below) and bring the cash and/or checks to the Treasurer's Office in the Union. Checks should be made out to the RSO name as listed in the RSO Database.

- With fundraisers, you have 2 weeks after the fundraiser ends to deposit money into your RSO account. You should never deposit funds into anyone's personal account, even if it is only temporary!
- You may print the deposit form. Click here to access the [Deposit form](#).

To View Account

To view your bank account, log in to the RSO database.

Select your organization. The next screen will show two buttons: **“View Account”** and **“Request Check.”** These are the two main buttons you will use when depositing and withdrawing funds.

Organization Information

Creator: amlopez
 Name: American Institute of Chemical Engineers
 Abbreviation: AIChE
 Email: eclause@uark.edu
 URL:
 Address:
 Purpose: Professional society for chemical engineering students.
 Affiliate: American Institute of Chemical Engineers
 Category: Professional
 Constitution Received: Y
 Registration Form Received: Y
 Non-Discrimination Statement Received: Y
 Last Yearly Report Date: 2011-07-13 00:00:00.0
 Last Advisor End-of-Year Report Date: 2011-07-13 00:00:00.0
 Status: Active

Click “**View Account**” to view your bank account number and to see all transactions.

If you are depositing money, you will need this bank account number.

Deposit Form

Notice
The balance and transactions below do not reflect deposits and or checks written within the past week. Please allow 5 days for those to post to the account.

Account Number
1102 [REDACTED] 00-00-0000

← Use on deposit form

Balance
\$870.62

← To withdraw \$

Transactions

Date	Description	Amount
06/30/2011	RSO SERVICE CHARGES 10/11	-\$1.20
11/03/2010	DEPOSIT	\$240.00

[Back to Manage RSO](#)

To write checks:

Click the “**Request Check**” button as shown in the picture above. This will bring you to an electronic check. You will need to fill out this electronic check like you would fill out a standard check. Checks can be picked up at the Student Accounts Office (Union 214) during standard business hours.