



ASUB Standard Operating Procedure – 2201

Standard Operating Procedure Synopsis

Title: **CLUB ACCOUNT REIMBURSEMENT**

Approval Date: Nov. 17, 2021

Revision Date, if applicable: Sept. 6, 2023

Review Date(s): Sept. 14, 2022; Sept. 6, 2023; Aug. 28, 2024

Annual Review Month: September

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Controller

A. Purpose and Scope

Arkansas State University-Beebe serves as a custodian for all student club accounts. ASU-Beebe holds the funds for the student club accounts and disburses funds as requested by the student organization.

B. Definitions

Student Organization – An organization that has filed a charter with the dean of students and has received an approval form.

C. Procedures

Funds received through student fundraising activities are deposited with the cashier's office.

Fund Disbursement:

1. Complete an interdepartmental requisition (obtained from the controller's office). A completed requisition must have signatures of both a club officer and the club sponsor.

2. Attach invoice or receipts for the requested amount of reimbursement.
3. Complete a W-9 if needed.
4. Submit to the controller's office for budget approval.
5. The controller forwards the requisition to accounts payable for processing of payment.

D. Related Information
