



CLUB ACCOUNTING

Handbook

Club Accounting provides financial and banking services for student clubs and organizations.

Funds raised by individual Registered Student Organizations (RSOs) are managed by the Club Accounting Office.

Organizations must be fully registered and receive final approval from SLICE before conducting any business with Club Accounting. (ESC organizations fall under the RSO designation.) slice@cwu.edu

All Sport Clubs must be registered with the Senior Coordinator of Sports Programs. sportclubs@cwu.edu

If a club remains inactive for three or more consecutive years, any remaining funds in the club's account will be transferred to an appropriate university account. This helps ensure that funds from inactive clubs can continue to support current club activities and programs.

Location: SURC 263

Hours: Monday – Friday | 8:15am – 4:00pm

Email: SURC/Club.Accounting@cwu.edu

Phone: 509-963-3034

Website: www.cwu.edu/student-life/surc-accounting



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KEY POLICIES

Club Signature Sheet

- Each academic year, clubs must designate three authorized members or officers, in addition to the club advisor, who are responsible for approving and signing for all club-related expenditures. The advisor for all Sport Clubs is Ricky Reed.
- Clubs are required to submit an updated signature sheet each academic year and whenever there are changes to authorized signers, including any additions or removals, to ensure account security and accuracy.

Club Financial Authority

- All transactions must be approved by two authorized club signers.
- Signers must use their official CWU email address or approve in person with ID.

Club Bank Accounts & Third-party payments

- Clubs cannot open external accounts.
- Clubs are not permitted to use third-party payments (Venmo, PayPal, or similar platforms). Clubs must use the CWU approved platform for all debit and credit card payments.
Note: Clubs are responsible for any payment disputes.

Required Documentation

- All financial transactions must include proper documentation (receipts, invoices, etc.)

RECEIPTS & DOCUMENTATION STANDARDS

A valid receipt must include:

- Vendor name
- Date of purchase
- Itemized costs
- Total amount
- Proof of payment

Missing receipts:

- Complete a Lost Receipt Statement
- Provide proof of payment (bank statement or advisor signature)

Common Transactions

REIMBURSEMENTS & CASH ADVANCES

Requirements:

Reimbursement requests must be submitted **within 60 days of the purchase** date or by June 15, whichever comes first. Requests submitted after this deadline may not be eligible for reimbursement.

- Valid receipt(s)
- Two club signer approvals
- W-9 if over \$350
- ID to pick up cash

Under \$350:

- Pick up cash in person at Club Accounting

Over \$350:

- Issued via check
- Pick up check in person at the Cashier's Office or check is mailed to address on W-9

After receiving Cash Advance funds:

- Submit valid receipts and any leftover cash within 7 days
- Late returns may result in the suspension of future cash advance privileges

PAYING VENDORS

Requirements:

- Invoice or A-19 form
- W-9 completed by vendor
- Two club signer approvals required

DEPOSITS

Accepted forms:

- Cash
- Check
- Debit/Credit card via CWU approved platform by scanning the QR code

Not accepted:

- Venmo, PayPal, or similar platforms
 - Clubs are not permitted to use third-party payments per CWU policy



ROOM RESERVATIONS

- Coordinate with the Scheduling Office – Schedule.Schedule@cwu.edu
- Complete club approval process prior to event
- Complete Club Estimate Agreement
- Final cost may be adjusted after billing

PUBLICITY CENTER

- Coordinate with the Publicity Center - PublicityCenter.PublicityCenter@cwu.edu
- Complete club approval process prior to project starting
- Complete Club Estimate Agreement
- Final cost may be adjusted after billing

MOTOR POOL RESERVATIONS

All travel must be approved by SLICE or the Senior Coordinator of Sport Clubs prior to booking motor pool

- Submit Motor Pool request form with Club Accounting
- Club Accounting will calculate the estimate
- Complete club approval process
- Complete Club Estimate Agreement
- Final cost may be adjusted after billing
- Additional fees may apply (late return, cleaning, etc.)

FUNDRAISERS

Common fundraisers by other clubs:

- Food & drink sales (donuts, bagels, hot chocolate, etc.)
- Clothing sale
- Yard sale
- Restaurant takeover
- Student Market / Ware Fair
- Flower & plant sales

GAMBLING

Gambling is not allowed by any club. Gambling activities involve three elements:

- Chance
- Prize
- Consideration

If one of the three “gambling” elements is removed, it is no longer gambling. For example, it is not gambling if:

- Entry into a contest is free (no consideration)
- Winners are chosen based on their skill (not chance)

RAFFLE

A raffle is a gambling activity, where tickets are sold, and prizes are awarded based on chance.

Approval procedures for a CWU Club/Org or Department to conduct a raffle:

- Anyone conducting a raffle on campus needs a license from the Washington Gambling Commission (WAC 230). NOTE: Non-Profit groups may be exempt, but CWU would still need a statement from the gambling commission to prove their exemption.
- WAC 230-09-005 states that you must notify the local police in writing of the time and place of the raffle at least 10 days before selling tickets.

For more information please visit:

<https://wsgc.wa.gov/rules-enforcement/educational-materials-and-printable-handouts>

At-a-Glance Guide

BEST PRACTICES

- Plan financial requests early
- Keep all receipts and documentation
- Communicate with Club Accounting regularly
- Ensure two signer approvals for every transaction

QUICK REFERENCE

Task

Key Requirements

Reimbursement

Receipt + 2 approvals

Cash Advance

Return receipts/cash within 7 days

Vendor Payment

Invoice + W-9

Deposit

No third-party payments

Event & Service Payment

2 approvals + Club Estimate Agreement

Signature Sheet

Renew every year

Website

