BSU FINANCIAL ACCOUNT REQUEST FORM
FOR STUDENT ORGANIZATIONS

This form is used by student organizations to open a new financial account.

ORGANIZATION NAME: ____________________________________________________________

ORGANIZATION PRESIDENT

NAME: __________________________________________________ EMAIL: ____________________

ORGANIZATION TREASURER

NAME: __________________________________________________ EMAIL: ____________________

FACULTY ADVISOR

NAME: __________________________________________________ EMAIL: ____________________

Student organization financial accounts:

- By opening a student organization financial account and signing below, it is understood that if disbursements exceed the source of funds in the account, the student organization must make up for any deficit (i.e. organization will fund raise or seek co-sponsorships for events).
- To gain a better understanding of a Ball State financial account, it is recommended that you review the financial section of the Student Organization Handbook located at: http://cms.bsu.edu/campuslife/studentlife/student-organizations/student-organization-handbook.
- Once the financial account is created, you will receive an email with instructions on processing deposits and reimbursements, as well as the forms required.
  o For deposits into the account, a Cash Receipts Voucher must be completed and submitted to the Bursar’s Office.
  o For reimbursements or payments from the account, an original receipt/invoice must be submitted along with the completed Reimbursement/Payment form, to the Office of Student Life. A check will be generated by the Accounting Office. Unlike a regular bank account, an organization member cannot withdraw cash from the account.

Signature of Organization President or Treasurer: ________________________________

Signature Date

Signature of Student Organization Advisor: ____________________________________________

Signature Date

Approval of Director, Student Life: ________________________________

Signature Date

Once form is completed and signed by student organization president/treasurer and advisor, submit form to the Office of Student Life, SC 133. If you have questions, contact Stacey Myers, smyers@bsu.edu.