

## APPENDIX B

### REQUEST FOR EXCEPTION TO CSUMB STUDENT ORGANIZATION FUNDS ADMINISTRATION POLICY

*Please complete the information on this form to request an exception to CSUMB's Funds Administration policy. Return the completed form to the ICC, SCC or MGC Advisor.*

Registered student organizations (RSOs) having separate legal status granted by the state/federal government and maintaining a bank account outside the university must submit a written request to the (Dept, Person, Designee – ICC, SCC or MGC Advisor) providing the legal name of the organization, the tax ID number, and the bank name, branch address, and bank account number of the organization.

\*For RSOs without a separate legal status, an exception to the on-campus banking rule will only be granted for unusual and fully documented special circumstances.

\*All requests will be reviewed on a case-by-case basis and will be forwarded to the **CFO and VPSA or their designee** for a final decision.

#### **General Information**

Requestor's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Requestor's position title with the student organization: \_\_\_\_\_

Student organization name: \_\_\_\_\_

Is the organization registered, active and in good standing? Yes\_\_\_\_ No\_\_\_\_

#### **Organization Information**

Legal name of the student organization: \_\_\_\_\_

Is the student organization registered, active and in good standing with CSUMB?  
Yes\_\_\_\_ No\_\_\_\_

Does the organization have a separate legal status granted by the state or federal government? \_\_Yes \_\_No

Is the organization (inter)nationally affiliated? \_\_Yes \_\_No

Does the organization have a 501(c)(3) status? \_\_Yes \_\_No

Is the organization a registered non-profit? \_\_Yes \_\_No

Is the organization incorporated? \_\_Yes \_\_No

Does the organization have a tax ID number?  Yes  No

If yes, please provide the tax ID number: \_\_\_\_\_

**Exception Request**

The exception request is permanent or temporary? \_\_\_\_\_

If temporary, please specify length of time.

Please describe the type of financial administration exception you are requesting:

Outside bank account

Other. Please Describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the reason(s) why your organization is requesting an exception to policy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the organization currently have an off-campus bank account?  Yes  No

If Yes, please provide the following:

Name of Bank: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank Phone: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Student organization officers:

**President:**

Full name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Treasurer:**

Full name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CSUMB CFO or designee:**

\_\_\_\_\_

Determined Exception Status:

Exception is granted \_\_\_\_\_ not granted \_\_\_\_\_

Date: \_\_\_\_\_

**CSUMB VPSA or designee:**

\_\_\_\_\_

Determined Exception Status:

Exception is granted \_\_\_\_\_ not granted \_\_\_\_\_

Date: \_\_\_\_\_