

CHECKWRITING POLICIES FOR REGISTERED STUDENT ORGANIZATIONS

All RSOs are required to use an on-campus account, called a WorkTag, 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 when completing RSO re-registration, or via email to rso@uark.edu. Please state the name, position, and email of the person who should have access.
- RSOs must be in "Active" status to request a check or transfer funds to another RSO. RSO's that fail to re-register will be unable to request checks until the next re-registration cycle. RSO's that register but have pending policy issues that temporarily place them in Frozen or Locked status must resolve those issues to request a check.
- The check requestor OR the check recipient can pick it up (with a valid UARKID) at the Student Accounts office in Arkansas Union 214 prior to 3:00 p.m. on weekdays when the University is open.
- Access permissions reset each year with the re-registration process.
- Individuals may not write checks to themselves. (Checks cannot be made payable to the same officer/advisor submitting the check.)
- Persons working for an RSO cannot be reimbursed using a regular RSO check. See [Paying for Labor](#).
- Checks cannot be written to "cash" or "petty cash".
- Receipts must be presented when requesting checks written to reimburse faculty or staff at the University.
- Receipts must be presented when requesting checks written to a student for any amount \$300 or over.
- Philanthropy donations must be directed to a nonprofit, charitable entity in good standing and recognized by the Internal Revenue Service (as required by Board of Trustees Policy 515.1).
- Voided checks should be returned to the Treasurer's Office.
- Please note that if you have an outstanding balance for an on-campus charge, your RSO will not be allowed to pick up future checks until the outstanding balance is paid.
 - RSOs are fully responsible for any charges or damages incurred for reservations made in the name of the RSO. The Office of Student Activities advises that RSOs not allow off-campus entities or unregistered groups to reserve space under your name, because your RSO will bear the full financial responsibility.
- 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.

- RSOs may require stricter accounting procedures if desired; we advise that these are written into the RSO constitution.
- Unexpended Balances of Inactive Registered Student Organizations – Registered Student Organizations previously registered with the University may have unexpended balances remaining in their organizational checking accounts, even though the group is no longer active on campus. If a Registered Student Organization fails to officially re-register with the Office of Student Activities for two (2) consecutive years, its University checking account will be closed. Any unexpended balance remaining in the checking account will be used to fund programs and materials for Registered Student Organizations.
- An annual service charge equaling .5% of the total deposits from July 1 through June 30 is assessed on June 30. The amount will be no less than \$.05 and no more than \$50.00.
- For Treasurer's Office Procedures please see their [RSO Account](#) page.
- Checks are printed Tuesdays & Fridays and the deadline is 3 pm the day prior to the check run. Checks that are not mailed must be picked up between 9a-3p M-F within 4 business days of printing. Checks not picked up will be mailed on the 5th business day.

Money to departmental accounts

We recognize that at times, the 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). In this case, the RSO should send an email to rso@uark.edu following the check request process, and list the amount that should be sent via expense transfer to the department. RSOs 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 that RSOs **are not** the University. There are ways to incorporate partnerships between RSOs and departments, but all funds are handled separately through established processes and procedures. **

To deposit money:

Deposits can be made in the Treasurer's office from 9a-3p Monday-Friday. The RSO will need to complete the [deposit form](#) and provide their Workday Worktag.