

RSO Financial Policies and Procedures

General Account Requirements

- Each Registered Student Organization (RSO) must use its university checking account and assigned worktag for all financial transactions and deposits.
- The only exception applies to certain Greek organizations whose national headquarters require the use of an off-campus account.
- RSOs that fail to re-register will be unable to request checks until the next re-registration cycle.
- RSOs that are re-registered but placed in frozen or locked status due to policy issues may have temporary restrictions on financial activity.
- If an RSO fails to re-register for two consecutive years, the organization's university checking account will be closed, even if the group later becomes active again.

Depositing Funds

Registered Student Organizations must deposit all cash and check revenue from dues, fundraisers, donations, and other organizational activities into their Agency (AG) worktag account.

Effective August 2026, RSOs no longer bring cash and check deposits directly to the Treasurer's Office.

All cash and check deposits must first be taken to **First Security Bank (640 N. Garland Ave., Suite 106)**. After the deposit has been processed, organizations must submit the required RSO Deposit Form to the **Treasurer's Office (640 N. Garland Ave., Suite 108)**.

Organizations should retain a copy of all deposit documentation for their records.

Annual Service Charge

- An annual service charge equal to 0.5% of total deposits made between July 1 and June 30 is assessed on June 30 each year.
- The charge will be no less than \$0.05 and no more than \$50.00.

Check writing Authority and Access

- Check writing privileges are granted to the president and treasurer.
- The president or treasurer may request additional access for advisors or other officers:

- During annual RSO re-registration, or
- By completing and submitting an Officer/Advisor Update Form (available on the Registered Student Organizations HogSync page under Surveys)
- Access permissions reset each year with RSO re-registration.

Prohibited Check Uses

- Checks cannot be written to:
 - “Cash” or “Petty Cash”
 - The individual submitting the check request (officers or advisors)
- Individuals may not write checks to themselves.
- RSOs may not be reimbursed for expenses that violate University or RSO policy.
- Checks must be made payable to the official RSO name. Checks should not be made payable to “University of Arkansas”.
- RSOs awarding book scholarships, or any other type of scholarship must issue checks payable to both the student recipient and the University of Arkansas.

Paying for Labor

- Individuals performing work or providing services for a Registered Student Organization cannot be paid or reimbursed using a standard RSO check.
- RSOs may not use RSO checking accounts to compensate individuals for labor, services rendered, or ongoing work (including but not limited to event staffing, performance fees, coaching, or instructional services).
- Payment for labor must follow university payroll or contractual processes, which are managed outside of the standard RSO checkwriting system.
- RSOs should consult the University of Arkansas Treasurer’s Office *before* committing funds for any labor-related expense to ensure compliance with university policy.

For additional information, RSOs may refer to the Treasurer’s Office for guidance on paying labor on their RSO Accounts website.

Receipt and Documentation Requirements

- Receipts are required for:
 - Any reimbursement to university faculty or staff, regardless of amount
 - Student reimbursements of \$300 or more
- Receipts must be uploaded when requesting a check for \$300 or more.
- If a check is issued directly to a vendor, an invoice may be submitted in advance instead of a receipt.

- Voided checks must be returned to the Treasurer's Office.

RSO Check Requests and Processing Timeline

- RSO checks are printed on Tuesdays and Fridays.
- The RSO Check Request Form must be submitted by 2:00 p.m. on the business day prior to printing:
 - Monday for Tuesday printing
 - Thursday for Friday printing
- If a check is not mailed, it must be picked up by the requester or the recipient within three (3) business days after printing.
- Unclaimed checks will be mailed on the fifth business day after printing.

Philanthropy and Donations

- Donations must be made to a nonprofit organization in good standing that is recognized by the Internal Revenue Service (IRS), in accordance with Board of Trustees Policy 515.1.

Check Pickup and Outstanding Balances

- The check requester or the check recipient may pick up the check with a valid UARK ID.
- Checks are picked up at:
University of Arkansas Treasurer's Office
640 N. Garland Avenue, Suite 108
Fayetteville, AR 72701

Checks can be picked up prior to 3:00 p.m. on weekdays when the University is open.

- If an RSO has an outstanding on campus balance, future checks will not be released until the balance is paid in full.

Facility Reservations and Liability Reminder

- RSOs are responsible for charges incurred for on-campus reservations made in their name.

- RSOs are strongly advised not to allow off campus entities or unregistered groups to reserve space using the RSO's name, as this may result in financial and policy liability for the organization.

Additional Recommendations

- RSOs may establish stricter internal accounting procedures if desired.
- These procedures are recommended to be formally documented in the organization's constitution.