**QUICK REFERENCE FOR DEPOSITS AND WITHDRAWLS**

(For more detailed instructions, please see ‘Managing Club Finances’)

**DEPOSITING CLUB FUNDS**:

Cash Deposit:

* By appointment only. Make your appointment by following this link: <https://calendly.com/deptcash>
* Deposit should already be counted and totaled
* Include cover sheet that lists your club name, club account, number total deposit and description of the deposit (e.g. t-shirt sales, banquet tickets)
* Checks should be made payable to ‘Andrews University’. Put club account# on the memo line.

Non-Cash Deposit: should be processed as above and left in the provided secured receptacle in the Administration Building Lobby (2nd floor), beside the AP desk. Write your email address on the cover sheet.

**CLUBS SHOULD NOT USE A LOCAL BANK ACCOUNT** or unsecured cash box to manage organizational finances.

**REIMBURSEMENTS/WITHDRAWALS:**

* To withdraw funds in advance (up to $100), form must be completed and include DETAILED description of purpose
* Reimbursements of amounts up to $300 can be processed as either cash or check.
* Reimbursements over $300 must be check

 ***APPROVALS REQUIRED***:

* For amounts <$100, the club President or Treasurer may sign.
* For amount > $100 the club Sponsor must sign.
* An individual may not approve their own reimbursement. The Sponsor/President/Treasurer must sign for each other’s expense for information and accountability purposes.

**NOT REIMBURSABE: Payment made to an individual for services provided (see below).**

If paying for **SERVICES**, payment must be made by Andrews University, not by a club member to be reimbursed later. Due to tax issues, a W-9 must be completed, or W-8 BEN for international students. These forms can be obtained on Financial Records Webpage (section above Club Information).