

## On-campus Accounts for Student Organizations

Registered student organizations are encouraged to keep their funds in an organizational account on campus. This account allows the organization to deposit/withdraw cash and to pay university debts or transfer funds to another organization or department.

### Setting up your account

The organization must designate which officers shall be authorized to withdraw funds. A signature card will need to be completed to update your account's access list. Visit the Student Organizations desk in the UC to pick up a card and for instructions on updating your signature card.

Signature Card		Cost Center Number:
Name of Organization:	_____	Student Organization I.D. Number
Advisor's Signature:	_____	Bus. Office Use Only
No. of Required Signatures: _____	Check one: <input type="checkbox"/> New Request <input type="checkbox"/> Signature Change	
Approved: _____	Student Organizations Office	Date: _____
* Signatures will be required on Payment Approval Vouchers		
Authorized Signatures:	Advisor Signature _____	Print Name _____
	Office Signature _____	Print Name _____
BUSINESS OFFICE COPY:	Office Signature _____	Print Name _____
	Office Signature _____	Print Name _____
	Office Signature _____	Print Name _____
REQUEST FOR STUDENT ORGANIZATION UNIVERSITY ACCOUNT		

### Identifying your account

Your organization is identified by a 6-digit "cost center" number. For bills due to UTA, your organization will also have a 10-digit MyMav Org ID similar to a student ID number. The Student Organizations office can help retrieve these numbers if they've been lost.

### Processing transactions

Payments or withdrawals are processed using the Payment Approval Voucher. These forms are available in the Student Organizations office (University Center) or the first floor entryway to Davis Hall.

The form must be completed and signed by an authorized officer and countersigned by the advisor. The form is processed at Student Accounts (Bursar) Davis Hall, 1st floor.

### More questions?

Call or visit our office:

(817) 272-2293

University Center, Rm. B120



### Payment Approval Voucher

Amount: total payment

Use right side to have a check issued by business office

Bursar	Accounts Payable
<p><b>Sec. 1 – CASH WITHDRAWALS</b></p> <p><i>Enter the name and student ID of the person receiving the cash (\$500 max per day).</i></p> <p><b>Sec. 2 – TRANSFER TO ANOTHER ORG OR UTA DEPARTMENT</b></p> <p><i>If you are depositing money, enter the cost center (6 digits) and the account number (5 digits)</i></p> <p><b>Sec. 3 – BILLS DUE TO UNIVERSITY</b></p> <p><i>Pay a balance due to on the organization's account enter the organization's 10-digit ID.</i></p>	<p><b>PAYMENTS BY UNIVERSITY CHECK</b></p> <p><b>Payee</b> – Enter the person or agency to which check will be made out</p> <p><b>Vendor ID #</b> - If payee is a student/faculty/staff member, use his UTA ID (10 digits) and address</p> <p><i>Businesses and agencies must be set-up to receive payments through the university's business office, contact Student Organizations in order to determine the vendor's information.</i></p> <p><b>Select Check</b> - The normal distribution method is by check. Direct deposits are limited to vendors which have arranged for this with UTA.</p>

#### Description:

*A brief explanation of what is being paid*

**Cost Center:** Enter your organization's 6-digit cost center beginning in **9 2** \_\_ \_\_

**Account:** The account code for organization Deposits is always **4 5 4 5 0**

**Account:** The account code for organization Payments/Withdrawals is always **6 7 6 3 4**

**Amount:** Enter the amount to be withdrawn from your account

**Department:** Full name of organization

**Voucher prepared by:** Name of person filling out form **Ext:** phone number

**Approved:** Signatures of authorized officer and faculty/staff advisor date