

Campus Event Funding Options

1. Use only funding options available through the University
2. Open an off-campus bank account
 - ❖ If opening an off-campus account, a Federal ID number or Tax ID number must be obtained directly from the IRS
 - ❖ A return has to be filed via card 990N
 - ❖ A Social Security number will be required, but filed under the name of the group instead of an individual
- Be extremely specific in your Recognized Student Organization (RSO) documents
 - ❖ Always have two officers sign a check, transact withdrawals or expenditures, and only with authority of the entire organization, majority, 2/3, etc.