To: Executive Officers, Deans, Directors, and Business Managers

From: Patti Van Walbeck, Director of Accounting Services
       Janice Quakenbush, Business Manager for the Division of Student Affairs

Date: November 3, 2003

Re: Elimination of General Operating Fund 52 Accounts

Beginning January 1, 2004, Western Michigan University is no longer able to provide on-campus financial accounts (fund 52s) to Registered Student Organizations (RSOs), except for Student Assessment Fee (SAF) allocations from CAB, GSAC, or WSAAC. Careful thought and planning have gone into this transition.

The last day for any transactions in the non-SAF on-campus accounts is December 19, 2003.

You will continue to be able to provide on-campus services to RSOs by billing the organization directly, versus charging the on-campus account. Your department may either collect payment via cash/check or by invoicing the RSO. If invoiced, the RSO will receive a bill from the University, whereas in the past the department would charge the on-campus account directly. Customer Account Services is available to assist departments in this transition.

If a RSO receives SAF funding, the department must complete the “Service Agreement Between Registered Student Organizations & University Departments” prior to providing services to the RSO. This will allow the RSO Financial Advisor to verify that SAF funding was allocated and verify the correct account number to use for each particular expense. After the RSO Financial Advisor approves the Service Agreement, departments may charge the RSOs on-campus account directly.

You can view a list of active RSOs at www.salp.wmich.edu/rsodb or contact Student Activities & Leadership Programs at 387-2115. This information may be useful if you provide discounted rates to RSOs and/or would like to verify that you are working with an active RSO.

A memo has been distributed to RSOs with instruction on how to open and manage an off-campus bank account.

   Important Reminders:
   - Off-campus account names and RSO names cannot have reference to Western Michigan University.
   - WMU employees cannot have signature authority on RSO off-campus accounts.

Please see the RSO Financial Resources webpage www.rso.wmich.edu/resources/financial/ for links to forms (e.g. Service Agreement), frequently asked questions and more details regarding this change.

We regret any inconvenience this may cause you. Please contact Patti at 387-4268 or Janice at 387-2163 if you have any questions.