To: Registered Student Organizations

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 to student organizations, except for Student Assessment Fee (SAF) allocations from CAB, GSAC, or WSAAC. Careful thought and planning have gone into this transition. Please be assured that your relationship with WMU and the departments that provide services to Registered Student Organizations (RSOs) will remain intact. The University will continue to provide on-campus services and bill the organization directly, versus charging the on-campus account.

For example, when a service is contracted, the 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 University would charge the on-campus account directly. Customer Account Services will work with departments for this transition. Off-campus vendors or departments that need assurance they are working with an active RSO can review the list of active RSOs at www.salp.wmich.edu/rsodb or contact Student Activities & Leadership Programs (SA&LP) at 387-2115. If your RSO receives SAF funding, University departments will continue to bill your RSOs’ on-campus account directly.

The following process will be used to close all non-SAF accounts. The last day for any transactions, including reimbursements, in the non-SAF on-campus accounts is December 19, 2003. If there is a balance due to the organization as of December 31, 2003, a check will be issued to the RSO. Checks may be picked up at the SA&LP office (2420 Faunce) beginning January 13, 2004, between 8:00am – 5:00pm. Checks may only be picked up by a member of the RSO who’s contact information was provided during the registration process this fall. If you would like to close your account and receive your check earlier, you may do so by calling 387-2115. RSOs that have a balance due to the University as of December 31, 2003, will receive a bill from Customer Account Services.

If your organization collects and/or manages self-generated monies, we recommend that you do the following.

- Open an off-campus bank account.
- Use an Employer Identification Number (EIN) to open the account, rather than an individual student’s social security number. You can apply for an EIN from the IRS (www.irs.gov) by completing form SS-4.
- Require that at least two students have signature authority on transactions.
- Make financial transaction review part of your regular meeting agenda.
- Important Reminder: Off-campus account names and RSO names cannot have reference to Western Michigan University.

Please see the RSO Financial Resources webpage www.rso.wmich.edu/resources/financial/ for links to 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.