

Finances - On-Campus Accounts

Updated 2023

All student organizations must follow [Chapman fiscal policy](#).

Opening an On-Campus Account

On campus accounts are recommended for any recognized student organizations at Chapman. Chapman does not endorse or promote the use of off campus accounts for student organizations. Venmo, Zelle, etc. are not an acceptable payment methods.

To open an on-campus account, complete the [Organization/Club Account Request Form](#) on Engage. An SOA will review it and forward it to Financial Services to open the account. The account requestor will be contacted once the account is open, usually within 2-3 weeks.

Making Purchases

Once your organization has an on campus account, there are several ways you can process payment:

- Payments **less** than \$5,000 to vendors on behalf of the student organization
 - To pay vendors directly from your student organization on-campus account, the following documents need to be emailed to accountspayable@chapman.edu as one PDF with studentsorgs@chapman.edu copied:
 - [Non-PO Payment Form](#)
 - Invoice
 - *The following may be required, please consult with an SOA:*
 - *Fully executed agreement/contract*
- Payments **greater** than \$5,000 to vendors on behalf of the student organization
 - To pay vendors directly from your student organization on-campus account, a Purchase Order is required.
 - A professional staff member from the Department of Student Engagement must submit a Purchase Order for the student organization. Please work with the Student Organizations team to submit a Purchase Order that will come directly from your club account.
- Reimbursements
 - To be reimbursed for student organization purchases, the following documents need to be emailed to accountspayable@chapman.edu as one PDF with studentsorgs@chapman.edu copied:
 - [Student Organization Payment Approval Form](#): this form provides information on the expenditure and verification that a club officer is aware of the purchase.

- [Non-PO Payment Form](#): this form provides payee and account information.
- Proof of payment: this can be one of the following: (a) itemized receipt; (b) credit card statement (must include entire statement with name and address – a screenshot of the charge will not be accepted); (c) email confirmation that shows payment (Name and transaction); (d) copy of check
- Please fill out the Non-PO Payment Forms completely and accurately. [Here](#) is an example.
- Submit documents as soon as possible, processing takes 7-10 business days including the approval process. If a check is needed sooner, there is an express check option, which will have the check processed within 3 days. If this option is selected, a \$10 fee will be charged to the account.

All payment documents, combined into one PDF, should be turned into Account Payable (accountspayable@chapman.edu) with Student Organizations copied on the email, or to your SOA (studentorgs@chapman.edu). Please allow up to three (3) weeks for processing.

Dues/Deposits

Student organizations must deposit any cash or checks collected into the student organization account immediately upon receiving the funds. Money can be collected in two ways - cash/check or online (preferred).

1. For cash/check deposits, they should be collected in person and deposited immediately into on campus account through Cashier's Office. For multiple deposits, please use the [Club Dues Deposit Worksheet](#) which will ask for student ID of the person paying dues.
2. For online payments, a site can be set up through the Chapman Marketplace for students to pay dues and have the money immediately deposited into the club account. Funds post daily and help save a trip to the Cashier's Office for depositing payments. Please complete the [Ecommerce Request Form](#), which will be reviewed by your SOA and Cashier's Office to establish next steps. This process can take 1-3 weeks, if your campus account is already set up.