



BANK ACCOUNTS FOR UNIVERSITY ORGANIZATIONS

Area:	Bursar's Office	Number:	
Applies to:	All Non-University Bank Accounts	Issued:	October 10, 2007
Sources:		Revised:	August 5, 2022
		Reviewed:	
Policy Owner:	Vice-President, Business and Finance	Page(s):	1

I. Purpose

The purpose of this policy is to explain when and how University groups and organizations can set up bank accounts.

II. Policy Statement

Georgia Southern University encourages its students, faculty and staff to form groups and organizations to promote various activities and interests of the campus community. When groups require use of a separate non-University bank account, such accounts may use the name "University" in the account name. Organizations may not use Georgia Southern, GS or GSU in a bank account name. Organizations also may not use the University's Federal Tax Identification Number when opening a bank account. (Example: University Fencing Club should be used rather than GSU Fencing Club.)

III. Exclusions

None.

IV. Procedures

Student organizations recognized by the Office of Student Activities may utilize the University's banking and accounting systems by [requesting an Agency Account through the Office of Financial Accounting](#).

University faculty, staff and administrators must use the University's banking and accounting systems when conducting official business of the University. This includes, but is not limited to, revenue collection of course related fees, sales and/or services or other operations managed by a University department faculty or staff. Please see the [Cash Management Policy](#) on the University's Policy webpages for assistance in deposits of these types of funds.