



## Non-University Bank Accounts

Area:	Bursar's Office	Number:	FS-BR-3001-01
Subject:	Non-University Bank Accounts	Issued:	October 10, 2007
Applies To:	Faculty and Staff	Revised:	
Sources:	Cashier's Office	Updated:	
		Reviewed:	
Responsible Party:	Vice President for Business and Finance	Page(s):	1 of 1

### I. Purpose

The purpose of this policy is to explain how university groups and organizations can and cannot 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 or GSU in a bank account name. Organizations also may not use the University's Federal Tax Identification Number when opening a separate bank account. (Example: University Fencing Club should be used rather than GSU Fencing Club.)

Student organizations recognized by SGA and having a faculty/staff advisor 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 collections 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.