

Section III Financial Information

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Application For Account Form

The "Application For Account" form is used by registered clubs and organizations to set up an account of their own on campus. This account can be used to deposit and withdraw funds from. This form should be filled out and given to the Director of the Campus Center and Student Activities. The Director will complete the paperwork and send it through for approval. When the process is complete the account number will be sent to the Director and they will pass that number along to the organization. This process can take up to 2 weeks. If you are unsure as to if your organization currently has an account, please contact the Department of Student Activities.

Below is a copy of the form and instructions on filling it out. A copy of this form can be obtained from the Department of Student Activities and is typically available after "Treasurer's Training".

Clubs and Organization
Application for Account



Organization Name: _____ A _____

Philadelphia University Staff Member Responsible for account

Name: _____ B _____ Campus #: _____ C _____

Title: _____ D _____

How will funds be generated?: _____ E _____

What will these funds be used for?: _____ F _____

Date of Application: _____ **G** _____

Approval Signatures

Director of Student Activities _____

Dean of Students _____

Business Office Approval _____

Account Number and Name _____

Filling Out Application for Account

- A- The name of your organization.
- B- The name of your advisor.
- C- Your advisors contact number.
- D- Your advisors Title.
- E- How do you plan on getting money to put into the account? (Fundraising, dues, etc.)
- F- How do you plan on using the funds?
- G- The date you hand in the application.

Cashier Transmittal Form

The "Cashier Transmittal" form is for registered clubs and organizations to use to deposit funds into their Philadelphia University account. Funding may come from fund raising activity, dues, etc. This form, as well as monies, should be filled out and taken to the Cashiers Window in Archer Hall 1st floor. When the money is deposited / posted a receipt should be sent to the individual listed on the form. Please note that it could take up to several days before money is posted into your account.

Below is a copy of the form and instructions on filling it out. A copy of this form can be obtained from the Department of Student Activities and is typically available after "Treasurer's Training".



Cashier Transmittal Form

Date: _____ A _____

Description of Deposit: _____ B _____

Amounts: Cash: \$ _____ C _____
Checks: \$ _____
Credit Card: \$ _____

Total Transmitted for Deposit \$ _____

Account # _____ D _____ E _____
\$ _____

Please Send Receipt to:

Name: _____ F _____

Department / Office _____

Filling Out Cashier Transmittal Form

- A- The date of the transmittal.
- B- What is the deposit for or how was it generated?
- C- Breakdown of monies.
- D- Your account number.

- E- Total being transmitted.
- F- Name of person who will receive the receipt and their location.

Purchase Requisitions


The Purchase Requisition is Philadelphia University’s method by which to request a check to be cut. This is the main way in which you will access your organizations account. It can be used to pay bills, reimburse individuals or request check advances for your organization.

PLEASE NOTE that receipts, invoices, etc. must always accompany this form. The money must always be accounted for. If you request a check advance the check stub must be returned with all receipts and monies returned. **NO EXCEPTIONS!** In the event you are paying someone a stipend or honorarium or something that does not provide an invoice, a letter/memo should be attached explaining what the money is being used for.

The Purchase Requisition must be filled out in its entirety and 2 copies are to be given to the Director of the Campus Center and Student Activities, accompanied by any receipts, invoices or relevant documentation.

Please allow up to 2 weeks for bills to be paid or checks to be cut. All Purchase Requisitions should be handed into Student Activities no later than the end of the day on Thursdays. PR’s will be processed by the end of the day Fridays. When checks are completed they will be sent to the vendor upon request or sent directly to the Student Activities Office. Groups/Individuals will be contacted when the checks are available for pick-up.

Below is a copy of the form and instructions on filling it out. A copy of this form can be obtained from the Department of Student Activities and is typically available after “Treasurer’s Training”.



PHILADELPHIA
UNIVERSITY

**PURCHASE
REQUISITION**

_____ A _____

Suggested Vendor B Payee

DO NOT WRITE IN THIS SPACE					
P.O. NO.					
DATE					
DATE		DATE NEEDED		SHIP TO	
C		D		E	
ITEM	QUANTITY	UNIT	DESCRIPTION		TOTAL
			F		G

- D- This is the date on which you need the check. "ASAP" is fine in this field. Understand that it could take up to 2 weeks to cut a check and checks are available and/or are mailed towards the end of the week.
 - E- It is fine to put "The Above Address" in this field or to put an office or department.
 - F- Please give a complete discription of the purchase, cost or purpose.
 - G- Place costs here. Total cost will be tallied at the bottom of the column.
 - H- Whomever fills out the form should sign here.
 - I- Please put your organizations name.
 - J- Please put your organization's account number here.
- Do not put anything here. This is for other signatures.