

901 Accounts | Creating & Updating Access

Student Activities and Business Services partner in creating on-campus accounts for Recognized Student Organizations. **There is no checkbook or debit card to facilitate spending like regular banking accounts.** It is a safe holding space for the RSO's money. RSOs will make purchases upfront and then be reimbursed from the money in their 901 account.

Creating a 901 Account

An RSO can request the creation of a 901 account by completing the [RSO - 901 Account](#) form on Mav Central.

To successfully complete the form, you will need the following information:

- RSO name for the account (include the full name and acronym if applicable)
- Names and tech ID numbers for the President & Treasurer of the RSO
- Name and tech ID of the RSO Advisor (MNSU faculty or staff member)
- Estimated numbers for expenses and revenue

The process

- RSO submits the [RSO - 901 Account](#) form
- Maverick Involvement Team (MIT) will check to ensure the requested student leaders are on the RSO's roster on Mav Central
- MIT will check the current 901 account list to ensure an account doesn't already exist.
 - If the RSO already has an account, MIT will follow the steps below to update the Responsible Persons.
 - If there is no 901 account for the RSO, MIT will download the form and initiate an email with Business Services staff (WA 236). The RSO leader submitting the form will be cc'd on the email.
- Business Services staff will review the information and if complete, will create the 901 account and reply to the email informing MIT and the RSO student leader of the 901 account number and details of set up.
 - If more information is needed, Business Services staff will contact the RSO student leader.

Please Note: Newly created 901 accounts will have a **starting balance of \$0.00**. It is up to the RSO to deposit funds into the account; Student Activities and Business Services do not provide any initial funding.

Updating Responsible Persons on a 901 Account

It is important to update the Responsible Persons whenever there is a change in leadership. During the annual re-registration process, you'll be able to request updates, but you can also make request updates using the [RSO - 901 Account](#) form on Mav Central at any time.

To successfully complete the update request, you will need the following information:

- RSO name for the account (include the full name and acronym if applicable)
- Names and tech ID numbers for the President & Treasurer of the RSO
- Name and tech ID of the RSO Advisor (MNSU faculty or staff member)
- Names of individuals to remove (optional) - when new names are added, previous officers will be removed to keep the total number of responsible persons on the account at 3. You can always request individuals be removed via email to rso-office@mnsu.edu.

The Process

- RSO submits the [RSO - 901 Account](#) form
- Maverick Involvement Team (MIT) will check to ensure the requested student leaders are on the RSO's roster on Mav Central
- MIT will download the form and initiate an email with Business Services staff (WA 236) to request the change. The RSO leader submitting the form will be cc'd on the email.
- Business Services staff will make the updates and reply to the email to notify all the update is complete.