

901 Accounts | Deposits & Reimbursements (Spending)

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. Most of the time, RSOs will make purchases upfront and then be reimbursed from the money in their 901 account. The university cannot write a check from the 901 account to an RSO's off-campus bank account.

Checking a 901 Account Balance

Once each semester, Student Activities staff will print out account statements and distribute them to the RSO mailboxes in the Student Activities office (CSU 173).

RSO student leaders can also request the current balance of their 901 account by calling Student Activities at 507.389.6076 or emailing rso-office@mnsu.edu.

Responsible Spending

RSOs are expected to be fiscally responsible and not carry a negative balance. RSO student leaders should keep track of their expenses and revenue to keep their account balanced.

- RSOs 901 accounts with a balance of less than \$0.00 will be notified of this status by a member of the Student Activities team.
- If an RSO 901 account deficit is not resolved within 2 weeks, the RSO President and RSO Advisor will need to schedule a meeting with the Assistant Director of RSOs to discuss a plan for balancing the 901 account.
- **Failing to either resolve the deficit or meet with the Student Activities office within 30 days of the initial notification will result in disciplinary action.**

Depositing Money into a 901 Account

RSOs are responsible for depositing funds into an account. Money may be deposited into your account in 2 ways:

1. Cash or checks
 - a. Fill out the Deposit Ticket.
 - i. [Fill-in form; print out \(PDF\)](#)
 - ii. [Print; write-in form \(PDF\)](#)
 - b. Take check(s) and/or cash with the form to the Cashier's Office (WA 128).
2. Money from another campus entity (department, RSO, etc.) with an MNSU cost center or 901 account.
 - a. Complete a [CAO-37 Request for Interdepartmental Purchase](#) form.
 - b. Take to Business Services (WA236) or email to business-services@mnsu.edu.
 - c. To confirm the deposit, after 2 weeks contact pamela.guss@mnsu.edu or rso-office@mnsu.edu to get a statement of your 901 account.

Spending Money from a 901 Account

Spending with 901 accounts is primarily done through reimbursement.

- RSO member makes purchases with their own money, **keeps the receipts**, and then completes a CAO-21 form.
 - [CAO-21 fill in form; print \(PDF\)](#)
 - [CAO-21 print; write in form \(PDF\)](#)
 - Reimbursements will not be processed if the itemized receipts are not attached.
 - We recommend keeping copies of the itemized receipts until the reimbursement has been received so that you have the information in case any questions arise.
 - More instructions below in the next section.
- Get the CAO-21 form signed by the RSO Advisor.
- Take the original receipts and the CAO-21 form to Business Services (WA 236).
- RSO member will receive a check in the mail at the address on file with MNSU. Generally, the reimbursement check will arrive within 14 business days.

Request to Pay an Invoice

- RSOs can pay an invoice by check by filling out a [Request for Check Writing](#) form.
- If the vendor or group being paid is not already in the State of Minnesota vendor system, they will need to [apply for a SWIFT vendor number](#).

Other On-Campus Accounts

- Campus departments can charge your 901 account directly. For example, Creative Production can charge your 901 account for flyers printed or t-shirts created through them.
- Transferring money to another RSO to another is done through the [CAO-37 Request for Interdepartmental Purchase](#) form.
- University Dining Services – while located on campus – does not use on-campus accounts. To pay for a catered event from your 9-account, you will need to use a CAO-35 Field Purchase Order (available at Dining Services).

Filling out the CAO-21 Form

[CAO-21 forms](#) are available at the Student Activities front desk and with the Maverick Involvement Team. CAO-21 forms are used for a variety of purposes so there are portions that RSOs do not need to fill out. Follow the instructions below and if you have additional questions, please contact Student Activities.

Top of the Form

- Payee Name: Name of the person being reimbursed
- Home Address: The mailing address for where the reimbursement should be sent
- Soc. Security No. or Tech ID: Put your Tech ID... NOT your social security number
- Cost Center Number: the 901 account number
- Object Code: Don't worry about this, Business Services will fill it in

Main Portion

- Use a separate row for each receipt/transaction.
- Skip all of the columns for travel times, locations, mileage, and meals. This is for reimbursing travel expenses for university-specific events (such as a finalist for a job traveling to campus for an interview).
- Fill in
 - Date: When the transaction occurred

- Reason for Reimbursement: here's where you put the purpose of the purchase (example: Supplies from box store for RSO meeting). We recommend noting where the purchase was made, so it's easier for business services to process.
- Other Reimbursable Expenses: This is where you'll put the amount spent for each transaction.
- Total Daily Expenses: This should be the total amount from each row—since you'll only fill in one column, it should be the same as the amount in Other Reimbursable Expenses.
- Total Expenses: Add up the Total Daily Expenses column; the total will go here.

Bottom Portion of the Form

- Non-State Employee Signature: This is the person being reimbursed. Sign, date, and put the best phone number to contact.
- Authorized Departmental Signature: This is your Primary RSO Advisor (Faculty/Staff). They will also sign, date, and include their work phone number. If this is not signed by the RSO Advisor, the reimbursement will not be processed.

Department Use Only

Make sure the Non-State Employee Type is checked as MSU Student

Spending Allocated Money from SAC's Program or Travel Fund

If your RSO receives Program or Travel Funds through Student Government/Student Allocations Committee, the process for claiming reimbursement or making payments is a bit different. Contact Pam Guss (pam.guss@mnsu.edu) for Program Funds. Contact Theresa Schwartz (theresa.schwartz@mnsu.edu) for Travel Funds.