



**SAN JOSÉ STATE
UNIVERSITY**

October 9, 2009

Re: Student Organization Banking Accounts

Dear Student Organizations:

The California State University Chancellor's Office has issued a policy that will affect recognized student organizations at San José State University. Executive Order 1000 requires that all funds on behalf of the University, auxiliaries, or affiliated organizations to be overseen by the campus' Chief Financial Officer. Since recognized student organizations are affiliated with the University, this policy will affect all student groups. As such, San José State has been advised by the CSU Chancellor's Office to abide by the aforementioned Executive Order.

Beginning this fall 2009, officially Recognized Student Organizations at San José State University **may not** have off-campus bank accounts. The campus requires that all student organizations utilize the banking services of either the **Tower Foundation** (<http://www.sjsu.edu/towerfoundation/>) or **A.S. General Services** (http://as.sjsu.edu/asgsc/index.jsp?val=gsc_services&text=Campus%20Trust%20Accounts).

All student organizations must transfer their off-campus accounts to either of the aforementioned banking services by December 1, 2009. If it is brought to the University's attention that a student organization has an off-campus account:

- It will be reported to Student Involvement and the Office of Student Conduct and Ethical Development;
- The student organization could face disciplinary action for violating the Student Organization Code of Conduct for *"failure to comply with the direction of University officials"*.

Student Organizations who are registered as a non-profit tax exempt organization with the federal government may be granted an exception from the on-campus banking policy by providing documentation to Student Involvement during the recognition process. This exemption must be requested on a yearly basis, accompanied by documentation that annual information returns have been filed in accordance with federal regulations.

We appreciate your cooperation as we work towards student organization success. If you should have any questions about this procedure, please do not hesitate to contact Cathy Busalacchi, Associate Vice President for Campus Life at (408)924-6310.

Sincerely,

Veril Phillips, Ph.D.
Vice President for Student Affairs
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