Guidelines for Student Club/Agency Funds:

Deposits

1. Fill out a deposit slip which can be obtained at https://af.nmsu.edu/wp-content/uploads/sites/4/2014/01/UAR-Deposit-Slip.pdf Please use account code 508100 for all deposits. If you are unsure of your Index Number or your Fund Number, you can contact Patricia Hidalgo at 528-7024 for assistance. Please contact Nancy Tinajero at 528-7213 if you have any cash or in-kind donations, these funds should be considered Foundation indices.

2. Submit deposit slip and deposit to DACC Cashier's Office at the East Mesa DASR Building, Room 102 please contact them at 527-7516 for hours of operation. Please email a copy to Patricia Hidalgo, Room 114E.

3. Club is responsible for reconciling account and verifying that deposits hit account accurately.

Cash Withdrawals

1. Appropriate student club representative need to send an email to Patricia Hidalgo at phidalgo@nmsu.edu requesting approval to withdraw funds. Please note that the individual sending the email must have signature authority on the account in order for the request to be approved. Please note, the originator cannot be the same person as the approver. (BPM SECTION 2.05 SIGNATURE APPROVAL FOR ROUTINE BUSINESS TRANSACTIONS) Please include purpose of expenditure and amount requested in email request. Along with Email request, please fill out Agency Payment/Withdrawal Request form which can be obtained https://af.nmsu.edu/wp-content/uploads/sites/4/2018/07/AP-Agency-Payment-Withdrawal-Request.pdf and attach it to the email request. The maximum amount allowed to withdraw is $1000.

2. Please allow at least 24 hours to obtain approval.

3. Once you receive approval via return email, please take the approved email and the completed cash withdrawal form to the DACC Cashier's Office and they will give you the funds. If DACC Cashier's Office is not available go to NMSU main Campus Cashiers. If a vendor needs to be paid with a check, please email Patricia Hidalgo at phidalgo@nmsu.edu and submit an Agency Payment/Withdrawal Request form which can be obtained at: https://af.nmsu.edu/wp-content/uploads/sites/4/2018/07/AP-Agency-Payment-Withdrawal-Request.pdf. The following information is needed from the vendor:

Vendor Business Name
Contact First and Last Name
Contact Email and Contact Phone

Please note that NO purchases for a Student Club/Agency Funds can be made on a Procurement card per NMSU BPM Section 4.00.45 Unallowable and Restricted Purchases https://af.nmsu.edu/bpm/bpm-4/#00.45.

4. Club is responsible for reconciling account to insure expenditures hit account accurately.

Student Travel Requests through ASDACC

1. Submit RFF (Request for funding) to ASDACC Student Government for approval.
2. Submit student travel request paperwork to Dean's office for approval.
3. Submit student travel request paperwork to CAO (Campus Executive Officer) for approval.
4. Submit approved paperwork to DACC Business Office **at least 3 weeks in advance** of trip for processing. Please note that the DACC Business Office requires a copy of the approved RFF in order to process.
5. DACC Business Office will process paperwork for student meal advances and pre-payment of hotel costs in order to have funds available prior to travel departure. Please note that check for hotel expenses is mailed directly to the applicable hotel, therefore, it is critical to give the DACC Business Office adequate time for processing.
6. Please note that receipts are required for **all** expenses other than meal advances. Expenses for tips, rental cars, taxies, parking, etc. **must be receipted** in order to be reimbursed! **Important**: All hotel receipts must be itemized, if you utilize the quick check-out option offered by many hotels, please insure that you receive an itemized bill of all room charges.

FYI

- When you are awarded funds from ASDACC Student Government, it enables you to spend the funds out of the student council account. The funds are **not** transferred to your student club account.

DACC Business Office Contacts:

Travel	Ashley Banuelos	x7650
Accounts Payable/Purchases	Monica Lucero	x7553
Deposits/Reports/ General Questions	Patricia Hidalgo	x7024
Cashier's Office	Anna Contreras	x7513
Computer Access	Debra Peel	x7745
Grants & Contract	Nancy Tinajero	x7213