

STUDENT AFFAIRS OP 91.209: Financial Policies for Student Organizations - Accounts

Date: September 25, 2006

Purpose

To provide guidelines regarding financial accounts for registered student organizations.

Policy

Custodians of organization or public money must maintain those funds in on-campus or off-campus accounts, as appropriate.

Procedure

1. On-Campus Accounts

Student organizations whose existence is a direct outgrowth of a department whose funds are derived from student fees or other university funds, must keep those funds in an on-campus account in the name of the student organization.

2. Off-Campus Accounts

A student organization may use an off-campus account, usually a checking account, provided the following conditions are met:

- a. The name "Mississippi State University" may not be used.
- b. All funds placed in any off-campus account must come from student-initiated projects, self-assessed fees or dues, or other income not from university sources. The funds cannot be university-collected or university-assessed fees, nor can they be revenue from coin-operated equipment located on campus.

Review

The Vice President for Student Affairs is responsible for review of this operating policy every four years or as needed.

**DIVISION OF STUDENT AFFAIRS
OPERATING POLICIES AND PROCEDURES**

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REVIEWED BY:

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Vice President for Student Affairs

9/8/2011
Date

/s/ Lesia Bryant
Internal Auditor

9/19/2011
Date

/s/ Joan L. Lucas
General Counsel

9/21/2011
Date

APPROVED BY:

/s/ Mark E. Keenum
President

9/26/2011
Date