# Steps to opening and using an organizational account:

Please note: You will need to spend all of the funds from your SWOSU University account – you will not be able to transfer remaining funds to your new account at the SWOSU Foundation located on campus in the Burton House

1. Make an appointment with the Foundation office at 774-3267
2. Print the *Organizational Agreement* form template from the Foundation website and complete with any changes marked
3. Print the *Signature* form from the Foundation website on **BLUE** paper only
4. Complete the blue *Signature* form for those in the organization who are authorized to sign checks for the organization. **This must be turned into the Foundation office before any checks may be disbursed.**
5. Complete the final *Organizational Agreement* form and have it signed by the faculty organization sponsor and notarized by the Foundation office.
6. Open your organization account by depositing funds into the new account with a completed Foundation *Deposit Request* form. Checks, cash, etc. must be listed separately. (You will receive an account number after all forms are completed and a deposit is received.) **The Foundation will not accept cash over $50. If you have more than $50 in cash, you must get a money order.**
7. You may deposit funds into your account at any time with a *Deposit Request* form.
8. You may be reimbursed for organization expenses by submitting a completed *Payment Request* form to the Foundation office. This form must contain requestor and faculty sponsor signatures **and a receipt which has also been signed by the party being reimbursed and the faculty sponsor.**
9. Some vendors will bill your account at the SWOSU Foundation. These invoices must be signed and approved as well before submitting them with the *Payment Request* form.
10. You may use your account to pay for anything approved by your sponsor with the exception of labor costs.
11. Checks for payment/reimbursement of expenses will be issued to the entity & address listed on your *Payment Request* form. Please let the Foundation know if you want to pick it up in person, otherwise, we will send it thru campus mail.
12. The Foundation is a tax exempt organization. (Fed ID # **73-1024870)**
13. The faculty sponsor will be given online access to monitor the fund activity.