

## Fiscal Policy – Rule 03-150-209

# Recognized Student Organizations (RSO)

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## 1. Summary

- 1.1. Recognized Student Organizations (RSO) are subject to all OSU fiscal policies.
- 1.2. The 7xxxxx series of funds (Fund Type 70 – FT70) are considered university funds under the direction and control of Student Affairs used to support RSO activities.
- 1.3. All Budget Authorities, Managers, Supervisors, Club Officers and any employee who would be in a position of allocating revenue or expenses for the purposes of accounting for activities pertaining to university business within these funds should be informed and understand this rule.

## 2. General Requirements

- 2.1. Additional fund use expectations, [policies](#), processes and procedures are administered through the [Student Organizations and Activities Office](#) (SOA), a unit within [Experiential Learning & Activities](#) (ELA).

## 3. Required Process

### 3.1. Expenditures

- 3.1.1. All allowable RSO costs must post to the FT70, 7xxxxx fund using the appropriate account code, such as supplies, minor equipment and travel.
- 3.1.2. Any purchase of capital equipment for a RSO fund should be made in the index of a sponsoring unit.
- 3.1.3. The following purchases are prohibited and should not be charged to a RSO fund:
  - a) Alcohol, marijuana or other drugs
  - b) Charitable donations to organizations outside the university
  - c) Political campaign activities
  - d) Religious exercise – direct support of religious worship

- e) For-profit activity
- f) Illegal activity
- g) Scholarships
- h) Payroll

### 3.2. Revenue

- 3.2.1.** All revenue received is to be deposited using an income account code 06xxx. Any donation revenue requiring a tax receipt must be sent to Oregon State University Foundation (OSUF) for deposit.
- 3.2.2.** Financial support transactions are required to use a 3JV1 rule code and to make the following entry:
- a) Debit: Departmental or FS Index/Account Code 24903 Student Org Internal Support Charge
  - b) Credit: RSO Index/Account Code 79303 Student Org Internal Support
    - Note: If the funding unit chooses to maintain control of funds for contractual and/or purchasing purposes, the amount of the financial support to the RSO fund must be adjusted.
- 3.2.3.** For non-cash recharge activities, use internal sales account code 79xxx. These are completed by journal voucher (see [Journal Vouchers](#) policy).

### 3.3. Fund Balances

- 3.3.1.** Funds may be carried forward from one fiscal year to the next for continuation of the RSO program.
- 3.3.2.** Before year-end closing, FT70 funds, as a whole, must have a positive balance.
- a) Negative FT70 fund balances (determined after posting receivables and outstanding payables) must be eliminated as soon as possible.
- 3.3.3.** When closing a RSO fund, all the general ledger (GL) account codes (Axxxx and Bxxxx) must show a zero (\$0) balance and there can be no encumbrances on the associated index.
- 3.3.4.** When actively closing an index, remaining funds will be disbursed at the discretion of OSU. A RSO can request to OSU one of the following ways to disburse remaining funds:

- a) RSO Support and Development Fund
- b) A currently recognized student organization at OSU
- c) An existing OSU unit/program
  - The journal voucher is a 3JV1 rule code as follows:
  - Debit: RSO Index tied to 7xxxxx Fund (use Account Code 92005 Transfer Out – between different FTYP Lvl 2)
  - Credit: SEE Index tied to 1xxxxx Fund (use Account Code 91005 Transfer In – between different FTYP Lvl 2)

**3.3.5.** Funds inactive for two consecutive years will be reviewed and potentially closed at the discretion of SOA. Any remaining funds will be disbursed to the RSO Support and Development Fund.

## 4. Related Information

- 4.1. Please check with your supervisor for unit-level procedures related to this rule and other resources that may not be listed below.
- 4.2. [University Policy 03-100 Fiscal Policy Program Authority](#)
- 4.3. [Fiscal Policy-Rule #03-150-905 Records Retention](#)
- 4.4. [Fiscal Policy-Rule #03-140-206 University Credit Cards](#)
- 4.5. [Fiscal Policy-Rule #03-140-505 Meals, Refreshments and Events](#)
- 4.6. [RSO Overview](#)
- 4.7. [Definitions of Terminology](#)
- 4.8. [Frequently Asked Questions](#) (FAQs)

## 5. History

- 5.1. Original Issue Date: 11/2021
- 5.2. Previous Versions: 11/2021, 02/2022
- 5.3. Next Scheduled Review Date: 09/2028

## 6. Contacts

- 6.1. Policy Steward: Manager of Analytical Operations ([contact info](#))
- 6.2. Program: Fiscal Policy Officer ([contact – for program inquiries only](#))