

California Institute of Technology
Office of Student Affairs
Bursar's Account Financial Information

*All Clubs are required to set up a Bursar's Account.
A bursar's account is not active until the Club has been approved by the steering committee.*

Club Name: _____ For Academic Year: _____

Are you renewing a club that has been registered before? _____ Bursar's account if known: _____

Name of old Club if this is a change: _____

Does the Club have any funds in an account other than a Bursar Account? _____

If so, which financial institute are those funds located: _____

Under whose name? _____ Approximate Funds: _____

List all names of those authorized to deposit or withdraw funds from that account: _____

Do you collect membership dues? _____ Amount of Dues? _____

How often are dues collected? _____ By whom? _____

Did the club request money from ASCIT, GSC, the Caltech Y, Athletics or other campus departments last year? _____

If so from: _____ Amount Received: _____

What are the funds used for? _____

Does the Club plan on requesting money (From) for this academic year? _____

What will the funds be used for? _____

Club President: _____ Signature: _____

Club Treasurer: _____ Signature: _____

Once the Steering Committee has approved this club you will be able to open up your club Bursar's Account.

Office of Student Affairs Use

Steering Committee Reviewed on date: _____ Approved: _____

Denied because: _____

Office of Student Affairs Approval: _____ Date: _____