



ASI Organizations Commission PayPal Use Request Form

Club/Organization:	_____	C/O Account Number:	_____
President's Name:	_____	Contact Info:	_____
Treasurer's Name:	_____	Advisor's Name:	_____
Event\Item Description:	_____	Event\Item Price:	_____
Start Date:	_____	End Date:	_____
Shipping (if any):	_____	Taxes (if applicable):	_____

Terms and Conditions

This form must be completed and submitted to the ASI Accounting Specialist at least 10 days before your event. Once approved, ASI will create a unique PayPal link to be used by your club/organization for the sole purpose of the item/event described and dates listed above. Additional events/items and/or a date extension will require a new form for approval. Once established, the student organization must not edit and/or change the payout method and recipient. The ASI Accounting Specialist will manage access and control of the PayPal link at all times.

PayPal accepts various payments methods including Venmo, PayPal Credit, and all major credit and debit cards. Whenever applicable, a 1.99% fee will be affixed to each transaction along with a fixed fee of \$0.49 based on the currency. ASI is not responsible for transaction discrepancies, and all questions regarding this issue must be addressed with PayPal directly. Once the event is over, the ASI Accounting Manager will reconcile all transactions, inform the organization's president of total funds raised, and deposit the total funds to the appropriate Student Club Account through CSUDH Toro Auxiliary Partners (TAP). Please allow 10 to 15 business days after the end of the event for this process to be completed.

At no time shall students be permitted to use a personal account, an off-campus bank account, and/or a non-approved ASI process to collect funds on behalf of their club/organization. For a request to be approved, the requesting club/organization must be recognized by the Office of Leadership, Engagement, and Development (LEAD) and in good standing with the ASI Organizations Commission. By signing below, you are agreeing to all the terms and conditions listed. Failure to comply to the ASI policies and conditions listed will result in automatic denial of future funding and online fundraising requests for the remainder of the semester.

Club/Org President:	_____	_____	_____
	Name	Signature	Date
Club/Org Advisor:	_____	_____	_____
	Name	Signature	Date
ASI Authorization:	_____	_____	_____
	Name	Signature	Date
