



INDIANA UNIVERSITY

OFFICE OF STUDENT ORGANIZATION ACCOUNTS

Bloomington

Financial Assistance from an IU Departmental Account for a Student Organization

Student groups requesting financial assistance from IU departments must complete the FMS Application for Financial Support for Student Organizations form. This information is required by FMS and must be submitted with your documentation in order for the request to be processed.

STUDENT ORGANIZATION INSTRUCTIONS:

The FMS Application for Financial Support for Student Organizations form is found in our forms section of our website.

Complete all sections of the form, providing as much detail as possible.

Submit the completed form to the department to which you are applying for funds.

IU DEPARTMENT INSTRUCTIONS:

To transfer money into a student organization's account from your IU departmental account, you must process a Disbursement Voucher (DV).

- Enter the payment reason – (Typically **compensations for services** is used even though that does not always fit the situation exactly.)
- Use the IU Student Organization Account Vendor number as the payee ID: This number is **0001120-00**
(Hit the Tab button and it will enter the information for you.)
- Enter the group name and the SOA Account # in the Description section at the bottom of the DV.
 - E-mail the DV number to iuso@indiana.edu after you have submitted the request and include name of the group receiving the funds and the amount your department is giving to them. Or you may fax a copy of the DV to our office so that we are aware the group is going to be receiving funds.