

Accounts Overview

Each club sport has 3 financial accounts to which they can make purchases, reimbursements or deposits: USC Credit Union Account, RCC Account and Gift Account.

Credit Union Account

- Managed by club but supervised by RCC
- Can check account balance via USCCU online login
- Each club has their own account name, online login, and account number
- Where dues and fundraising moneys are deposited
- Money is paid from this account via check, either to reimburse or pay ahead
- Each club has 1-3 authorized signers that must sign checks along with a Club Sports staff member
- Coaches are paid from this account
- Quickest account to process purchases or reimbursements

RCC Account

- Managed by the university
- Only income is RCC allocation and possible contingency funding
- Can get money out of this account via reimbursement, purchase order, and internal requisitions
- Purchase orders are limited to USC-approved vendors
- Internal requisitions are to other USC auxiliaries (e.g. booking a room at TCC or purchasing T-shirts from the USC Bookstore)
- Reimbursements require university travel or non-travel forms
- Generally more restrictive than credit union

Gift Account

- Managed by the university
- Income is from donations (check or online)
- If you are: Women's Lacrosse, Men's Lacrosse, Ice Hockey, Men's Rowing, Men's Rugby, Triathlon, Cycling Club, Women's Ice Hockey Club, or Equestrian Club, you have an individual account and account number
- If you are any other club sport, your donations reside in the USC Intramural and Club Sports General Fund account, but are tracked individually
- Can get money out of this account via reimbursement, purchase order, and internal requisitions (same restrictions as RCC Account)
- Generally more restrictive than credit union

Depositing Money

Credit Union

Money that goes into your credit union will be from checks or cash from member dues or any other non-donation income. You can never receive money via Venmo or any other online service. To deposit money into your credit union account:

- Gather all checks and cash
- Fill out a "Credit Union Deposit" envelope. Please indicate your club name, account number and amount deposited on the envelope.
- Take to RCC office and deposit into the Club Sports safe

RCC Account

The income to your RCC account is primarily from your yearly allocation and any approved contingency funding requests. This is also the place that any university fundraisers you participated in (football wristbanding, Festival of Books, etc.) will be distributed. You will not deposit money into this account, however you can transfer money from your credit union account to your RCC by writing a check if you wish to use to do purchase orders or internal requisitions out of your RCC account.

Gift Account

All income to your gift account is from donations. There are two ways donations can come into your account: online donations and mailed-in checks. Online donations require no actions on your part to receive them. To deposit a mailed check, visit the RCC office and fill out a "Gift Account Deposit" envelope. Please include the name of the individual who donated and drop it into the Club Sports safe. For instructions regarding online donations, please visit the "Donate Now!" tab.

Spending Your Money

Step 1: Expense Request Form

Anytime you are trying to spend money, the first page of your paperwork must always be the [Expense Request Form](#).

Step 2: Determine the account you would like to use

Credit Union and RCC/Gift Account transactions differ the type of allowable transactions and the process for using that money. RCC and Gift Account Expenses are processed the same way with the only difference being where the money is coming from.

Allowable Expenses for Credit Union Account:

- Coaching Payments
- League Dues
- Tournament Fees
- Hotel & Travel Reimbursements
- Officiating Fees
- Paying ahead of time to a vendor
- Other club related expenses

Allowable Expenses for RCC/Gift Account:

- Internal Requisitions (payments to other USC departments)
- Purchase Orders (must be to approved USC vendors)
- Hotel & Travel Expenses (paid through a purchase order through Crown Travel)
- Hotel & Travel Reimbursements
- Other club related expenses to be reimbursed

Step 3: Gather Supporting Documents

Credit Union Reimbursements

All credit union reimbursements must include the following supporting documents:

- Receipt of purchase or invoice of each purchase
- Bank or credit card statement showing each purchase
 - Purchases must not be pending according to statement

Hotel & Travel Reimbursements must also include:

- Printed list of all attendees with room and vehicle assignments for each person
- Proof of event information (tournament flyer, league schedule, etc.)
- For flights, ALL PASSENGERS must submit a copy of their boarding pass (screenshots of mobile boarding pass are acceptable)

Equipment or Apparel Purchases or Reimbursements must also include:

- Color pictures of all items and logos/trademarks (if using any USC logos or trademarks)
- Approved USC Trademarks and Licensing Services agreement

Food and Restaurant Reimbursements must also include:

- List of all attendees
- Itemized receipts of all food purchases
 - Alcohol, Tobacco and Drugs are NOT allowed to be reimbursed through any account.

RCC/Gift Account Reimbursements

- Supporting documents are the same as a credit union reimbursement
- Reimbursee must also complete either the [Travel Expense Form](#) or [Non-Travel Expense Report](#)
 - This must be signed by the individual being reimbursed

When to use Travel Expense Form:

- Reimbursing Hotel, Flights, Car Rentals and Gas
 - Gas reimbursements for personal vehicles must be by the IRS Standard Mileage Rate. Rental car gas must be for the amount purchased.

When to use Non-Travel Expense Form:

- Reimbursing anything that does not pertain to travel expenses
 - Tournament/League registration fees
 - Club equipment and supplies
 - Food and restaurant purchases

Paying Ahead

If possible, the RCC recommend clubs purchasing good and services ahead of time to avoid waiting several weeks for reimbursements to process. There are 4 ways to do this:

Credit Union

A "Pay Ahead" check may be written to vendors that accept checks. An invoice for any good or services must be submitted for approval. Officials fees for competitions can also be considered as a "pay ahead" check.

- Note: Coaching payments are also considered "pay ahead" checks. A coach must be approved by the Club Sports Coordinator and must have completed a background check and coaching agreement. Coaching agreements will be referenced when clubs submit expense request forms for coaching payments

Purchase Orders (PO)

Purchase orders are agreements to purchase goods or services at a specific price from external suppliers through your RCC or Gift account. Purchase orders can only be made to **approved USC vendors**. You must provide a quote (not invoice) from an approved vendor and attach it to the [Expense Request Form](#).

Hotel & Travel Expenses, including flights, hotel & car rentals, can only be paid ahead of time through a purchase order to Crown International Travel, Inc. To schedule and pay for travel

ahead of your trip, please contact Ginny Boyce at ginny.boyce@altour.com or 310-475-5661. Hotel & Travel Expenses will not be reimbursed until after the date of occurrence.

Note: If you are unsure if a vendor is approved, please reach out the RCC at rccexec@usc.edu prior to submitting a purchase order request.

Internal Requisition (IR)

Internal Requisitions are used to pay for good and services for USC auxiliaries through your RCC or Gift account. You must provide an invoice from the USC auxiliary for any goods or services and attach it to the [Expense Request Form](#)

Examples of IR requests:

- USC Bookstore
- Trojan Event Services
- USC Hospitality
- USC FMS
- USC Transportation

RCC Credit Card/Amazon Purchases

If your club is purchasing items online through Amazon or any other reputable website, you may request to use the RCC Credit Card. Once the requests have been reviewed, you will schedule a time to meet with a Rec Sports administrator to purchase your necessary items. This type of transaction will come out of either your RCC or gift account.

Step 4: Submit Request

Submit expense request form and all supporting documentation via online form (Found in Forms and Links Tab).

[Anticipated timeline and flow of processing](#)

Trademarks and Licensing

Any apparel or equipment with USC logos or trademarks must be approved by USC Trademarks and Licensing Services. All vendors must be approved to print any and all USC logos and trademarks (including the lettering of USC). Non-approved apparel and logos will not be approved for purchase or reimbursement and may result in disciplinary action.

[List of approved USC Vendors](#)

If you would like to use a vendor not listed here, the vendor must complete a licensing application found [here](#). All applications are subject to approval from USC Trademarks and Licensing Services.

Finance Recommendations

- If possible, use your RCC allocation first. This must be spent by the end of the academic year. Failure to spend all of your RCC allocation will result in a decrease in allocation for the following year. Credit Union and Gift account money will always roll over to the next year but your RCC money does not. In other words: use it or lose it!
- If you want to use your RCC or gift money, but don't have enough to cover the balance, you can supplement it with a check from your credit union account.
- If possible, always try to pay ahead with either a credit union check, purchase order, or internal requisition. Reimbursements should be viewed as a last resort.
- If you do have to reimburse an individual, credit union reimbursements are much quicker. RCC and Gift account reimbursements are done through the university and can take several weeks to process and mail a check.
- Fundraising is highly encouraged and is a major factor in determining your RCC Allocation every academic year as well as any contingency funding requests. Reach out to the RCC Fundraising chair for tips and ideas on how to help your club financially.
- Contingency funding is available for unexpected and unbudgeted occurrences (e.g., club equipment is damaged or stolen or you are unexpectedly invited to a national competition). The RCC Executive Board and Club Sports Coordinator will review all contingency requests.

For more help, please reach out to the RCC Treasurer at rccexec@usc.edu.