



## Ohio Administrative Code

### Rule 3342-7-05.401 Operational procedures regarding financial responsibility of student organizations.

Effective: March 1, 2015

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(A) Purpose. In accordance with rule 3342-7-05.4 of the Administrative Code, the following procedures are implemented by the coordinator of student accounts to assure adherence to the policy stated in rule 3342-7-05.4 of the Administrative Code.

(B) Procedures involving student groups maintaining an account with the university

(1) Each group is required to reconcile its account monthly with the coordinator of student accounts to insure a correct balance.

(2) If a deficit balance occurs, the following actions are taken:

(a) The organization is contacted by the student accounts office.

(b) If a satisfactory commitment is not made to clear the account, it is closed by the coordinator of student accounts and university departments are notified to cease providing services to the particular group.

(c) Failure to pay a legitimate bill may also result in the deregistration of a student group.

(d) When deficit is cleared, the account is reopened and billing departments are notified.

(C) Procedures involving students groups not maintaining an account with the university but utilizing university services.

(1) Student groups not having accounts with the university are not required to reconcile their books with the student account office; however, this office will provide assistance to any organization or group desiring help in maintaining their financial records.



(2) Groups in this category are mailed bills directly for university services. The following procedure is followed in this circumstance:

(a) The university department providing the service mails a bill for that service to the person and address provided by the group.

(b) If the bill is unpaid, the accounts receivable office within the treasurer's office sends a second bill.

(c) If the bill is not paid after the second notice, the student accounts office contacts the group and its advisor.

(d) If satisfactory arrangements are not made to pay the debt, the university services to the group are stopped. This accomplished by the accounts receivable office notifying university departments to cease providing services to the particular group.

(e) Failure to pay a legitimate bill may also result in the deregistration of a student group.

(f) When deficit is cleared, account is reopened and billing departments are notified.