

reference guide

RCO Accounting Guide



UCSF

Please review the [Student Organization Orientation](#) to learn more about RCO Accounting Services and its requirements. After receiving approval from Student Life, watch the training video titled [Managing Your RCO Account](#) for detailed instructions.

Apply for Accounting Services.

- ▶ Submit an [RCO Accounting Application](#)

Submit Deposit Request.

- ▶ Once approved, submit an [RCO Deposit Request](#)

Submit Budget Request.

officers only

- ▶ Navigate to your organization
- ▶ Click on "money" in the left side navigation bar
- ▶ Click on "budgeting" and then "create budget request"
- ▶ Fill out the event information
- ▶ Enter in anticipated line items
 - Enter in dollar amount under "amount financed by group"
 - Enter in dollar amount under "amount requested" **ONLY if** your group is requesting funding as specified in the [RCO Funding Guidelines](#)

Submit Payment Request.

officers only

- ▶ Navigate to your organization
- ▶ Click on "money" in the left side navigation bar
- ▶ Click on "budgeting" and then "request payment" against respective line-item
 - Enter in payment details and amount
 - Enter in dollar amount under "from group funds"
 - Enter in dollar amount under "from allocated" **ONLY if** your group was approved funding the [RCO Funding Guidelines](#)
 - Upload receipts, follow instructions, upload attendance & event publicity



For questions, please contact studentlife@ucsf.edu.