

# " How to at JCU!!! "

## FAQ's for Planning Events at John Carroll University

Here is a list of the most commonly asked questions (with answers) from student organizations about program planning.

How do I reserve a room on campus?

How do I get reimbursed for expenses? How do I get access to my organization's LSO account?

All registered and recognized student organizations have two accounts at the university: the LSO account, which ends in a "2" and a savings account, which ends in a "1". Click here to access the [organization codes](#).

The LSO account is used when the organization is approved for funding through the SOBB for semester allocations, travel, program, or service requests. Organizations do not get cash directly from SOBB. Rather, organizations spend their own money ahead of time (if the request is approved) and get reimbursed after the fact from the LSO account. Student organizations must complete a [check request form](#) (interactive multi-voucher) and submit both the completed check request form and receipts to the Vice President for Business Affairs in the Student Union. Paperwork must be submitted within 30 days of the event or the organization will not be reimbursed.

How do I get access to my organization's savings account?

All registered and recognized student organizations have access to a savings account that ends in a "1". Click here to access the [organization codes](#).

The savings account is the account organizations can use to keep monies obtained through dues or fundraising. All deposits can be made through the Business Office (68)418 or

cut by the Thursday of that week. Other deadlines may apply if the organization is obtaining funding from the budget board. Check with the Vice President for Business Affairs about those specific deadlines.

How can I have an event with alcohol?