



**PROJECT LIST for Dena Florez, Office Manager Administration & Services
For: March 2017**

The duties listed below represent the day to day tasks involved in the daily operations of ASI. Special Projects are listed below.

Office Reorganization

- Coordinate vendors
 - o Schedule work dates
 - o Parking Permits
 - o COI, W-9
- Oversee individual vendor job completion
- Manage the payment of vendors.
- Coordinate with the Student Union to relocate ASI office to 3rd floor.
- Coordinate with campus departments to ensure we are functional spring break (data lines, moving, etc.).

Student Staff Evaluations (in process)

- Brandon
- Perla
- Natalia

Process GIA – Spring Distribution 2

- GIA Worksheet due from ASI Secretary Treasurer, Monday, March 20

Ticket & Sales Audit – Complete up to March 2017

- Manage the completion & reconciliation of ticket sales in the format provided by BFS.

US Bank

- Manage the weekly process of the US Bank
- Reconcile the US Bank on monthly basis.

Month-End Detail from Business Financial Services (BFS)

- Reconcile the monthly detail report provided by BFS

Travel

- Process the upcoming CSSA Travel
 - o CSU Eastbay
 - o Cal Poly Pomona
 - o Alternative Break Cuba is completed (just need to send to BFS once dates are corrected).
- Reconcile all travel 2016 & 2017 to prepare for the 2017-2018 budget completion.

Vice President Finance

- Finance Meeting Agenda
- Scholarship Committee
- Finance Subcommittee
- Budget – 6/6 & 2017-2018
- Club Funding Requests
 - o Award Letters
 - o Detail Tracking of all funding requests
 - o Work with ASI VC Finance to ensure all Funding Requests are complete

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- Add completed ones to the agenda
- Upload Funding Requests to the website.

Meetings:

- Recording Secretary
 - Personnel
 - Executive
 - Strategic Planning
 - Finance (attend only)
 - Board of Directors
- Manage the completion of the minutes
 - Personnel
 - Executive
 - Strategic Planning
 - Finance
 - Board of Directors
- Meeting with Executive Director (one on one) – Wednesdays (bi-weekly)
- Office Staff Meeting – Pro Staff – Thursday's (biweekly)

Other:

- Manage the Request for Payment Process (RPP)
- Hospitality Request
- Plan the Year-End Awards Event
- Order the new computers for Pro-staff

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