



Monday, September 25, 2017

TO: Jeovany Aguilar, A.S.I. Chief Justice
A.S.I. Bylaws and Codes of Procedures Sub-committee

FROM: Aaron Castaneda, A.S.I. Vice President for Finance

CC: A.S.I. Board of Directors
David Zitser, A.S.I. President
Elias Ortega, A.S.I. Vice Chair for Finance
Betty Kennedy, University Fiscal Resource and Operations Manager
Dena Florez, A.S.I. Office Manager for Administration and Services

RE: Memo for recommended changes of Financial Policies

Hello A.S.I. Bylaws and Codes of Procedures Sub-committee members,

This memo is for the purposes of explaining the recommended changes to the following policies made from the Finance Committee:

Policy 202 Funding Flow Chart:

The changes are to reflect edits made by Policy 201 Finance COP and the recent implementation of Policy 226 Funding Committee COP. They correctly follow the proper procedures instilled in the policies. Any funding proposal under \$2,000 goes to Funding Committee for approval. Anything funding proposal over \$2,000 will go to Funding Committee first, with a recommendation to be sent to Finance Committee for final approval.

Policy 214 Travel Procedures:

Some changes made throughout the policy to update some minor language.

Procedure 5.5.3.: This portion of the policy, as well as Procedures 4.5.3.1. through 4.5.3.4., move to under Procedure 5.2.3. to provide continuity of transportation.

Procedure 5.9.5: This language is added to make sure enough time is taken to process paperwork for international travel.

Policy 225 ASI Signature Authorization:

Some changes made to reflect updated job title within the Organization:

Procedure 2c: The change makes the Vice President for Finance sign all RPPs of the organization. The ASI President will still be signing off as the first signature, but this process now includes a second signature to be added on all RPPs. The

Tel: (323) 343-4780

Fax: (323) 343-6420

www.calstatela.edu/asi

5154 State University Drive, Room 203
Los Angeles, California 90032



reasoning is so the Vice President of Finance is aware of every transaction made within the Organization, since they oversee the operating budget.

Procedure 2g: In order to provide continuity of the change of Procedure 2c, this subsection also has been changed to make the Vice President of Finance the second signatory on the list of rankings.

Procedure 2h: To avoid any abuse of power, this subsection ensures no ranking student signatory signs twice on the same RPP.

If you have any questions, please contact myself at asivpf@calstatela.edu or Dena Florez at dflorez3@calstatela.edu for more information.

Have a great day.

Aaron Castaneda
A.S.I. Vice President for Finance



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