



**TO:** A.S.I. Board of Directors  
**FROM:** Frances Tsai, *A.S.I. Chief Justice*  
**CC:** Intef W. Weser, A.S.I. Executive Director  
**SUBJECT:** Codes of Procedure changes – **Policy 218, 204, 225**  
**DATE:** April 6, 2016

Please note that the Bylaws and Codes of Procedure Subcommittee, chaired by the Chief Justice of the J.R.C, reviews all changes that need to be made to the Bylaws, Codes of Procedures, and Policies. However, in the absence of a Judicial Review Committee, I would like to recommend the following changes to Policy 218, 204, and 225 for approval by the Board of Directors. These changes are a result of both existing practices undertaken by A.S.I., as well as compliance with University changes.

#### **POLICY 218**

In Policy 218, all sections were numbered for clarity and reference purposes. Herein, the section numbers are used to explain the changes. Section 2 was updated with the appropriate Executive Order and Education Code. Section 3 and 4 were revised to clarify and define the fees and policy. Section 5 was revised to specify the procedures A.S.I. undertakes and reflects the language and processes presented in the Executive Order and Education Code. The Bylaws Committee approved the amendment to specify the chair (VPF) is a non-voting member to be consistent with the other policies. Cosmetic and grammar changes were inputted where necessary. Section 7 replaced the policy history on the top right hand corner of the first page.

#### **POLICY 204**

In Policy 204 Section 5.1.2, the deadline was changed from 10 to 5 business days. In Section 5.1.4, an additional condition for exceptions was specified. Section 5.1.6 was clarified to show confirmation from C.S.I. was required for forms to be completed and attached to the funding request, and the location of the forms was updated. The remainder changes seen on page 2 of the policy were formatting and rearrangement of the items.

#### **POLICY 225**

In Policy 225 Section A, the University administrators' titles were updated, and "a timesheet" was added to specify additional practicing procedures. Section B was also updated with administrators' titles and clarified the cases the VPF is responsible for. In Section B under Performance Agreements, an additional item was added to budget adjustments to specify procedures in cases where the adjustments are greater than 10%. The bullet formatting in Section C was revised for consistency.

If you have any further questions, please contact me at [asicj@calstatela.edu](mailto:asicj@calstatela.edu).

*Note: Effective Fall 2016, all terminology and timelines related to the Quarter system will reflect that of the Semester system. For additional information about the conversion, please refer to the Q2S conversion website and direct policy-related questions to the A.S.I. Chief Justice.*

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5154 State University Drive, Room 105  
Los Angeles, California 90032



# Associated Students, Incorporated Policy 218 California State University, Los Angeles

## Administrative Manual Referendum Guidelines

1. **Purpose:**  
To provide a comprehensive policy regarding student fee referendums.
2. **References:**  
Executive Order [1102 - www.calstate.edu/eo/EO-1102.html](http://www.calstate.edu/eo/EO-1102.html)  
Education Code Section 89300.(b)(2).
3. **Policy:**  
Appropriate and meaningful consultation with campus constituencies regarding the Category II fee must occur before Associated Students, Inc. can endorse a student fee referendum. Appropriate and meaningful consultation includes consultation with Associated Students and the Campus Fee Advisory Committee prior to increasing and establishing a student fee referendum.
4. **Definitions:**  
Category II fees – Campus mandatory fees that must be paid to enroll in or attend the university.
5. **Procedure:**  
Associated Students, Incorporated is responsible for assuring that appropriate consultation occurs prior to recommending any student referendum.
  - 5.1 The individual/department requesting a student fee referendum must submit a proposal to the A.S.I. Administrative Office. They will be forwarded to the Finance Committee and University Vice President for Administration and Finance for review and further consultation.
  - 5.2 A.S.I. shall establish a Referendum Advisory Committee chaired by the V.P.F. (only votes in the event of a tie) to provide advice to the A.S.I. Finance Committee and Board of Directors in order to develop guidelines applicable to the student fee referendum process designed to assure that the referendum is open, fair, and objective.
    - 5.2.1 The membership shall be determined by the V.P.F. and composed of eleven (11) voting members and five (5) non-voting members:
      - 5.2.1.1 A.S.I. Vice President for Finance (V.P.F.) (non-voting, Chair)
      - 5.2.1.2 Two A.S.I. Executive Officers

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- 5.2.1.3 Two A.S.I. Finance Committee Members
- 5.2.1.4 Two A.S.I. Members (non-Executive Officers)
- 5.2.1.5 Three General Students (non-A.S.I. Members)
- 5.2.1.6 One A.S.I. Student Staff
- 5.2.1.7 One representative from those requesting the referendum (non-voting)
- 5.2.1.8 One representative from the Division of Student Affairs (non-voting)
- 5.2.1.9 One representative from the Division of Administration and Finance (non-voting)
- 5.2.1.10 A.S.I. Executive Director (non-voting)
- 5.2.1.11 A.S.I. Director of Programs and Leadership (non-voting)

5.3 The A.S.I. Referendum Advisory Committee shall insure that a voter pamphlet is created providing objective analysis of the proposed fee action and statements solicited by the committee for and against the proposed fee action. The Referendum Advisory Committee shall also determine the specific statements that shall be included in the pamphlet.

5.4 A statement of revenues and expenditures including a minimum of two years of projected revenue and expenditures and one year of actual costs for the fee revenue supported activity shall be developed in consultation with the campus chief financial officer and considered by the campus president prior to establishing or adjusting any Category II or III fees.

5.5 A referendum proposal containing the information above will be presented to the Campus Fee Advisory Committee upon approval of the A.S.I. Finance Committee and Board of Directors.

5.6 The referendum may be conducted by the campus with the coordination of the student body association following the procedures listed in Executive Order 1102 Section IV.C.

5.7 Unless established prior to January 1, 2013, Category II fees established through an affirmative vote of the majority of the student body voting on the fee, but not specifically authorized by statute, shall not be reallocated to alternative purpose(s) without an affirmative vote of a majority of the members of either the student body or Campus Fee Advisory Committee voting on the reallocation. Category II fees established on or after January 1, 2013 through an affirmative vote of the majority of the student body voting on the fee, but not specifically authorized by statute, may be reallocated without an affirmative vote of a majority of the members of either the student body or Campus Fee Advisory Committee voting on the fee if the vote that established the fee authorized an alternative or automatic reallocation mechanism for that fee.

## 6. A.S.I. Student Body Organization Fee:

Although the A.S.I. fee follows the procedures applicable to Category II fees, the procedure listed in the latest California State University Student Fee Policy (Executive Order 1102) regarding the A.S.I. fee and its adjustment approval of the

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One representative from the Academic Senate (non-voting)

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Campus Procedure: ¶

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University President may be bypassed by the performance of instructions listed in the Education Code.

1. The required fee [A.S.I. Category II fee] shall be subject to referendum at any time upon the presentation of a petition to the president of the university containing the signatures of 10 percent of the regularly enrolled students at the university. A successful referendum shall take effect with the beginning of the academic year following that in which the election was held.

2. The trustees [CSU Board of Trustees] may approve an increase or decrease in the student body fee only after the fee increase or decrease has been approved by a majority of students voting in a referendum established for that purpose.

7. Policy History

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 The individual/department requesting a student fee referendum must submit a proposal to the A.S.I. Administrative Office at least one full quarter before the initial date of the Spring Quarter. A.S.I. will not entertain proposals for student fee referendums during the Spring Quarter.¶  
 Student Fee Referendum Proposals shall be submitted to the A.S.I. Administrative Office. They will be forwarded to t[... [36]

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### Authority Level III:

This policy is established under the authority given in \_ of the Finance Committee Code of Procedure.

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Based on what Finance Committee approved, this should be 5. Antonio's personal change was a representative from Academic Senate which would total to 6 non-voting.

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### Associated Students, Inc. – Referendum - Policy 218

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Procedure:

Associated Students, Incorporated is responsible for assuring that appropriate consultation occurs prior to recommending any student referendum.

The individual/department requesting a student fee referendum must submit a proposal to the A.S.I. Administrative Office at least one full quarter before the initial date of the Spring Quarter. A.S.I. will not entertain proposals for student fee referendums during the Spring Quarter.

Student Fee Referendum Proposals shall be submitted to the A.S.I. Administrative Office. They will be forwarded to the Finance Committee and University Vice President for Administration and Finance for review and further consultation.

A.S.I. shall establish a referendum advisory committee comprised of the Vice President for Finance Chair, BOD member, A.S.I. Executive Director, representative from those requesting the referendum and a representative from the University VPAF Office to provide advice to the A.S.I. Board of Directors.

A.S.I. shall insure that a voter pamphlet is created providing objective analysis of the proposed fee action and statements solicited by the committee for and against the proposed fee action. The referendum advisory committee shall determine the specific statements that shall be included in the pamphlet.

A statement of revenues and expenditures including a minimum of one year of actual costs and two years of projected revenue and expenditures one year of actual costs and for the fee revenue supported activity shall be developed in consultation with the campus chief financial officer and considered by the president prior to establishing or adjusting any Category II fees.

A referendum proposal containing the information above will be presented to the Campus Fee Advisory Committee.

The referendum may be conducted by the campus with the coordination of the student body association.

The campus will be asked to shall fund costs associated with the referendum if requesting the referendum.

The results of the referendum shall be advisory to the University President.

The results of the student fee referendum shall be considered favorable when a majority of students voting approve the fee action.

The results of the student fee referendum will be shared with the Campus Fee Advisory Committee for approval and recommendation to the University President.

Copies of the voter pamphlet and ballot and information regarding the dates, times, and polling locations shall be available to students and published in the campus newspaper at least thirty days prior to the referendum.

5.8 Unless established prior to January 1, 2013, Category II fees established through an affirmative vote of the majority of the student body voting on the fee, but not specifically authorized by statute, shall not be reallocated to alternative purpose(s) without an affirmative vote of a majority of the members of either the student body or Campus Fee Advisory Committee voting on the reallocation. Category II fees established on or after January 1, 2013 through an affirmative vote of the majority of the student body voting on the fee, but not specifically authorized by statute, may be reallocated without an affirmative vote of a majority of the members of either the student body or Campus Fee Advisory Committee voting on the fee if the vote that established the fee authorized an alternative or automatic reallocation mechanism for that fee.





ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

# Funding Policy

Policy 204

Approved: 07/05/02  
Amended: 04/04  
Amended: 04/05/07  
Amended: 05/10/07  
Approved: 01/04/08  
Amended: 06/07/12  
Amended: 09/20/12  
Amended: 07/17/14  
Amended: 10/09/14  
Amended: 02/05/15  
Amended: 01/21/16

- 1.0 PURPOSE:  
To provide policy regarding the disbursement of A.S.I. funds that meets the needs of the corporation and the students it serves
- 2.0 REFERENCES:  
[HTTP://WWW.COOPAMERICA.ORG/PROGRAMS/SWEATSHOPS/WHATOKNOW.CFM](http://www.coopamerica.org/programs/sweatshops/whattoknow.cfm)
- 3.0 POLICY:  
The Associated Students, Incorporated (A.S.I.) will provide funding in a manner consistent with the state guidelines for the distribution of student body funds. In addition, A.S.I. at Cal State L.A. has placed additional general stipulations on all funding as a means of leveraging A.S.I. dollars to the best use of the students served.
- 4.0 DEFINITIONS:
  - Internal Funding Requests – Requests made by Associated Students, Inc. as part of the administrative function of the corporation
  - External Funding Requests – Requests made by university-recognized organizations, academic departments, and university administrative units to provide supplemental financial assistance
- 5.0 PROCEDURE:
  - 5.1 Requesting Funding
    - 5.1.1 A.S.I. will accept proposals one full quarter before the initial date of an event.
    - 5.1.2 Clubs and organizations must submit time-stamped funding requests no less than 5 business days prior to the date of the event to receive funding, with the exception of the first Finance Committee meeting of every quarter.
    - 5.1.3 Funding requests shall be submitted to the Vice President for Finance.
    - 5.1.4 Funding requests shall only be completed and signed by the officers designated on the Officer Information Form. Only members listed on the Officer Information Form can present their request at the Finance Committee meetings established by the Vice President for Finance. Exceptions can be made by the chair.
    - 5.1.5 A.S.I. will only fund retroactively in the event of an error by A.S.I. or failure of the Finance Committee to meet on a scheduled date.

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- 5.1.6 A completed Student Organization Event Registration and Reservation Confirmation Form must be attached to each funding request. These forms are available in the Center for Student Involvement, U-SU Room 204 (<http://www.calstatelasu.org/usuforms/csi/Forms/EventRegForm.pdf>).
- 5.1.7 Insurance Requirement - Student organization events are not covered for liability or other insurance by Cal State L.A. or A.S.I.
- 5.1.7.1 Applying clubs may be required to provide additional hold harmless provisions must be added to all contracts and agreements.
- 5.1.7.2 Applying clubs may also need to show evidence of adequate insurance coverage furnished by a certificate of insurance that includes the organization, the University, and A.S.I. as additional insured.  
If the student organization would like to purchase Special Event Insurance for a particular event, please contact the Center for Student Involvement.
- 5.1.8 A list of estimates must be submitted in order for the funding proposal to be complete and forwarded to the committee. The estimate must include a specified merchant and price of item/s.
- 5.1.9 A flyer with an A.S.I. approved logo must be submitted in addition to the other documents for the funding proposal to be complete and forwarded to the committee.
- 5.1.10 If multiple clubs cosponsor an event, Cosponsor Agreement Form detailing the percentage of the event's cost to be paid by each club, signed by all the club presidents, must be submitted.
- 5.1.11 A.S.I. funding allocated to student organizations shall be distributed using the following formula, where "TF" represents the total funding amount allocated for student organizations for the current fiscal year. The actual amount will be recommended by the Executive Director and approved by the Finance Committee.  
(TF \* .25) = Fall quarter funding  
(TF \* .33) = Winter quarter funding  
(TF \* .33) = Spring quarter funding  
(TF \* .09) = Summer quarter funding.

5.2 Budget Eligibility Guidelines

- 5.2.1 Budget eligibility for the upcoming fiscal year must be restricted to recognized organizations in good standing with the University and the activities must be of benefit to all Cal State LA students.
- 5.2.2 Failure to maintain university recognition may result in recall of remaining allocated funding.
- 5.2.3 All A.S.I. funded events and programs must be accessible to disabled students in compliance with the American Disabilities Act (ADA) requirements.
- 5.2.4 Allocations are to be expended only for such items and programs approved by the A.S.I. Finance Committee and/or the Board of Directors.
- 5.2.5 A.S.I. requires all Clubs and Organizations requesting funds for purchase of clothing and garments of any kind, to buy such items from a sweatshop-free manufacturer and provide proof the business is sweatshop free.

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 <#>Applying clubs may be required to provide additional hold harmless provisions must be added to all contracts and agreements.¶  
 <#>Applying clubs may also need to show evidence of adequate insurance coverage furnished by a certificate of insurance that includes the organization, the University, and A.S.I. as additional insured. ¶  
 If the student organization would like to purchase Special Event Insurance for a particular event, please contact the Center for Student Involvement.¶

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- 5.2.5.1 A.S.I. will provide clubs and organizations with a list of at least five (5) currently known sweatshop free manufacturers.
  - 5.2.5.1.1 It will be the responsibility of the A.S.I. Vice Chair for Finance, under the direction of the A.S.I. Vice President for Finance, to create and update the specific content of this list according to published or documented research on these sweatshop-free manufacturers and their prices.
  - 5.2.5.1.2 Clubs and organizations, when requesting A.S.I. funding for clothing, will not be required to purchase only from the companies on this list however, it is strongly recommended.
- 5.3 A.S.I. shall not fund:
  - 5.3.1 Office supplies for student organization operations (e.g. paper, pens, clips, rubber bands, etc.) unless specified the items will be used for marketing purposes or as a fundraiser.
  - 5.3.2 Telephone expenses
  - 5.3.3 Athletic equipment unless specified the items will be used for marketing or as a fundraiser.
  - 5.3.4 An organization's or individual member's local, state, regional, or national membership fees
  - 5.3.5 An organization's or individual member's off-campus travel expenses except as provided in the A.S.I. Travel Policy
  - 5.3.6 Membership recruitment of non-Cal State LA students
  - 5.3.7 Programs for the benefit of, or targeted to, non-Cal State LA students
  - 5.3.8 Activities considered high risk/liability by the A.S.I.
  - 5.3.9 Scholarships or scholarship donations
  - 5.3.10 Programs which are not in compliance with ADA standards
  - 5.3.11 Programs exclusively benefiting or targeted to members of a specific group and is not open to all Cal State LA students
  - 5.3.12 Race or gender specific awards ceremonies or programs
  - 5.3.13 Non-advertised programs occurring during an organization's regularly scheduled meeting(s)
  - 5.3.14 Salaries, fees, honorariums for Cal State LA instructors, tutors, or faculty;
  - 5.3.15 Program equipment costing over \$300.00 that does not have at least three (3) written estimates
  - 5.3.16 Events held off-campus without University supervision or direction
- 5.4 A.S.I. funded events shall be held on campus unless a compelling reason can be made as to why the University is not a proper venue for the event. A written reason must be provided with the funding proposal if requesting funds for off campus events.
- 5.5 To access and expend allocated money, certain documents are required for accounting and auditing purposes. Pre-arrangements for expenditures or questionable expenditures should be processed with the A.S.I. Executive Director. Consultations can be accessed on a walk-in or appointment basis.
- 5.6 Payments are not guaranteed for expenditures not associated with programs previously approved by the A.S.I. Finance Committee/Board of Directors. Allocations



- and approved payments are tentative until the student organization receives official A.S.I. notification in the form of the Allocation and Stipulations Funding Award Letter. This notice is an indication that an allocation has been included in the A.S.I. Budget.
- 5.7 A.S.I. will distribute A.S.I. Direct Funding Allocation Guidelines to Cal State LA campus clubs and organizations reflecting rates for hospitality, food, clothing, etc. at which A.S.I. will fund club/organization events <http://www.asicsula.org/orgs/funding>.
- 5.7.1 The specific content of these guidelines will be, unlike common A.S.I. Administrative Policy, subject to suspension in regard to certain requests from clubs/organizations.
- 5.7.1.1 The specific content of these guidelines may be suspended in certain cases upon a 2/3 vote to do so by the A.S.I. Finance Committee.
- 5.7.2 It will be the responsibility of the A.S.I. Vice Chair for Finance, under the direction of the A.S.I. Vice President for Finance, to update the specific content of these guidelines according to current prices and the current state of the economy.
- 5.8 For PAYMENT or REIMBURSEMENT of an approved expenditure, do the following:
- 5.8.1 Ensure that A.S.I. has updated University paperwork of your Recognition, Signatories, and Good Standing
- 5.8.2 Request pre-invoicing by the vendor at least three (3) weeks in advance of the event for confirmed expenses
- 5.8.3 Reservations/catering through the University Auxiliary Services (UAS) will be reimbursed prior to any other reimbursement.
- 5.8.3.1 If approved for food from UAS the club is responsible for finalizing with UAS a final Banquet Event Order (BEO) provide a copy of the event flyer, and award letter to UAS and to A.S.I. within seven business days of the award.
- 5.8.3.2 The A.S.I. Vice President for Finance signature on an award letter will serve as official authorization for payment of an approved UAS BEO.
- 5.8.3.3 A.S.I. will coordinate payment with UAS via the policy 209 Hospitality, Payment, or Reimbursement of Expenses.
- 5.8.4 Pay only for pre-approved expenses/activities via direct reimbursement for real expenses.
- 5.8.5 Requisition for Payment should be provided to A.S.I. with notice of event execution and follow up with original receipts for event costs within 15 business days for check processing with copies of fliers, etc., to A.S.I. along with original receipts.
- 5.8.5.1 All approved expenses must be listed on the requisition for payment.
- 5.8.5.2 If the Request for Payment is not submitted within 15 business days, A.S.I. has the right to revoke the previously approved funding requested sum and not pay the organization and/or vendor. At this time, the organization requesting funds would become solely responsible for any remaining balance from their event NOT A.S.I.



5.8.5.3 Flier samples serve as documentation that program was marketed to the entire campus and promotes A.S.I. sponsorship.

- 5.9 The A.S.I. Vice President for Finance and A.S.I. Administrative Office will oversee and track all allocations and disbursements providing the Finance Committee and Board of Directors with regular updates. See Policy 210 for details on the Request for Payment (RPP) process.
- 5.10 To avoid deficit spending, the A.S.I. Executive Director may stop all expenditures in any budget line item upon depletion of budget allocation and bring it to the attention of the A.S.I. President and A.S.I. Vice President for Finance.
- 5.11 Any A.S.I. funded group considering cosponsoring an event must follow the established A.S.I. Co-sponsorship expectations outlined by the A.S.I. Administrative Office and put in writing; Co-sponsorships are defined as "events that are planned and executed by two or more campus-recognized student organizations or with the A.S.I."
  - 5.11.1 If multiple clubs sponsor an event, the maximum award for that event shall be \$3,000 for the first club plus an additional \$1,000 for each club co-sponsoring that event.
    - 5.11.1.1 Reimbursements will be issued to each individual club for no more than the approved amount.
- 5.12 Fliers need to have "Funded by the Associated Students, Inc.", and/or a copy of the A.S.I. Logo included in all publicity, publications, advertisements, press releases, clothing and other promotional items. Unfortunately, A.S.I. cannot fund events for which the "Funded by the Associated Students, Inc.," or a copy of the A.S.I. Logo is omitted, even when this occurs unintentionally. A sample of the above item(s) needs to be attached to your original receipts and submitted to the A.S.I. business office upon request for payment. The A.S.I. Vice President for Finance or Executive Director may indicate whether the following disclaimer is necessary on all flyers:
  - 5.12.1 "Funded by the Associated Students, Inc. The views expressed herein are those of the campus organization and are not necessarily those of the Associated Students, Inc."
- 5.13 When programs require a contract with A.S.I., the contract should be completed before the program date.
- 5.14 Approved allocations are assigned appropriate expiration dates determined by the A.S.I. Finance Committee and/or A.S.I. Vice President for Finance. Fund expenditures must be documented before the expiration date, or those specific event funds may revert back to A.S.I. for additional allocations from the "Unallocated Funds" line item. Other organizations and your organization as well, can request an allocation or re-allocation of these funds. Deadlines are determined in accordance with A.S.I. office and operating hours and University holidays.
- 5.15 No club shall be awarded more than \$3,000 in one term.
  - 5.15.1 Term parameters will be specified by the Cal State LA academic calendar.



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A list of estimates must be submitted in order for the funding proposal to be complete and forwarded to the committee. The estimate must include a specified merchant and price of item/s.

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viii) A flyer with an A.S.I. approved logo must be submitted in addition to the other documents for the funding proposal to be complete and forwarded to the committee.

ix) If multiple clubs cosponsor an event, Cosponsor Agreement Form detailing the percentage of the event's cost to be paid by each club, signed by all the club presidents, must be submitted.

x)

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A.S.I. funding allocated to student organizations shall be distributed using the following formula, where "TF" represents the total funding amount allocated for student organizations for the current fiscal year. The actual amount will be recommended by the Executive Director and approved by the Finance Committee.

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(TF \* .25) = Fall quarter funding

(TF \* .33) = Winter quarter funding

(TF \* .33) = Spring quarter funding

(TF \* .09) = Summer quarter funding



ASSOCIATED STUDENTS, INCORPORATED

Revised: 04/04/13

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

# ADMINISTRATIVE MANUAL

## A.S.I. SIGNATURE AUTHORIZATION

### POLICY 225

#### PROCEDURES:

##### A. A.S.I. SIGNATORY AUTHORITY

NOTE: The University's designated signatories<sup>1</sup> may sign as Executive Director in the absence of the Executive Director<sup>2</sup> on all the listed categories of A.S.I. transactions below.

##### <sup>1</sup>University Designated Signatories

- ~~Dean of Students~~
- ~~Senior Associate Vice President for Student Life~~

**Deleted:** Vice President of Student Affairs

**Deleted:** Assistant

**Deleted:** Student Affairs/Student Services

**Deleted:** Enrollment Management

##### <sup>2</sup>A.S.I. Designated Signatories

- Executive Director
- Director of Programs and Leadership
- General Office Manager

On automated payroll checks a facsimile signature is used for the Executive Director, A.S.I. In the absence of the Executive Director the Director of Programs and Leadership or Office Manager may sign a timesheet or an ETR adjustment with the co-signature of ~~the Dean of Students or Senior Associate VP for Student Life.~~

**Deleted:** Assistant VP for Student Affairs/Student Services

**Deleted:** Enrollment Management

##### B. Requests for Payment or Purchase Order (RPP) (see policy 210 for detailed procedures) RPP's require the signature of the following key personnel:

- a. The A.S.I. President or ~~Dean of Students~~ or designee in the following cases:
  - i. All travel, regardless of the amount.
  - ii. All expenditures up to \$5,000.00 including any equipment purchase or lease over \$5,000.00.

**Deleted:** Vice President for Student Affairs





- b. The A.S.I. Executive Director. In the absence of the Executive Director the Director of Programs and Leadership or the Office Manager of Administration and Services may serve as a second signatures for:
  - i. All expenditures up to \$5,000-\$10,000 including any equipment purchase or lease over \$5,000-\$10,000.
  - ii. In the absence of the Executive Director, Director of Programs and Leadership and the Office Manager of Administration and Services the Dean of Students or designee will serve as the required second signature.
  - iii. The Dean of Students or Designee for the University in the following cases:
    - 1. Payroll for Associated Students, Inc.
    - 2. All expenditures over \$5,000.00 including any equipment purchase or lease over \$5,000.00.
    - 3. All Grant-in-Aid payments.
- c. The A.S.I. Vice President for Finance in the following cases:
  - i. All payments related to student organization funding approved via award letter approval.
  - ii. All payments for review by the A.S.I. President in her/his absence.
- d. After all signatures have been obtained, copies of the RPP and all supporting documentation must be made, and placed on file in the A.S.I. Administrative Office.
- e. Purchase Requisitions: The Executive Director or designee can sign a Purchase Requisition to request a purchase order.
- f. Purchase Order Signatures: The Executive Director or designee signs Purchase orders under \$10,000.00. Purchase orders \$10,000 or more are signed by Executive Director or designee and by the University's designated signatories.

**Deleted:** Assistant VP for Student Affairs/Student Services

**Deleted:** Vice President for Student Affairs

The ranking of student signatures for RPP review shall be:

- A.S.I. President
- Vice President for Administration
- Vice President for Academic Governance
- Vice President for Finance
- Vice President for External Affairs and Advancement
- Secretary Treasurer



Performance Agreements: Are co-signed by the Executive Director, designee, Director of Programs and Leadership, Program Coordinator, or Office Manager.

- a. Standard Agreements: Are signed by the Executive Director or designee. In the absence of the Executive Director she/he must be consulted for verbal approval prior to signature on any agreements.
- b. Travel, Personnel, and Payroll Documents: Are signed by the Executive Director or designee.
- c. All documents (travel requests, check requests for reimbursements, etc.) issued to the Executive Director: Are signed only by the University's designated signatories.
- d. Budget Adjustments between line items, up to 10% within a budget area: Are co-signed by the Executive Director, A.S.I. President, and A.S.I. Vice President for Finance after consultation with the A.S.I. Finance Committee.

i. Budget line item adjustments exceeding 10% can only be made for the reason that there are budget line savings/program cancellations or discontinuations. These adjustments must be heard by the Finance Committee for approval and forwarded to the Board of Directors for approval with a majority vote.

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### C. UNIT EXPENDITURE

- a. Area Authorized Signatory
  - i. All expenditure requests from the respective operating area accounts and all other transactions creating financial obligations to A.S.I. are to be signed by the Executive Director or designee.
- b. Area Processing Procedures
  - i. Processing of Check Requisitions and Purchase Requisitions
    - 1. All financial transactions for A.S.I. shall be processed in accordance with the above referenced authorizations.
    - 2. Pertinent information and support documents will be provided with requisitions as per A.S.I. fiscal policy.
  - ii. Check Processing

Checks are picked up by A.S.I. from the University Business Financial Services Office (BFS) upon availability



1. University will retain all original support documentation for filling in A.S.I.'s files in University Business Financial Services.
2. Checks of \$15,000 or more require two signatures – one A.S.I. and one University. In such instances, the Executive Director's or Office Manager's signature will be obtained first, after which A.S.I. Business Office personnel will deliver the check to one of the University's designated signatories for second signature.
3. Checks will be issued and/or mailed by A.S.I.'s Business Office. Check issuance information will be recorded on A.S.I.'s copy of the Check Requisition.

iii. Invoice Processing

University Accounts Receivable will issue invoices on behalf of A.S.I.

iv. Purchase Orders

1. Purchase Order numbers will be prepared by the University upon submission of a properly completed and approved Purchase Requisition from the A.S.I. Business Office. The purchase order number will be typed and ready for issuance within three (3) business days.

Purchase order confirmations will be issued/ mailed by A.S.I. Business Office.

2. Request Verbal Purchase Order Number(s) - Not available.

