



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

**ASI SIGNATURE AUTHORIZATION
POLICY 225**

The policies of the Associated Students Incorporated are in compliance with the regulations of California State University, Los Angeles, the CSU Chancellor and the CSU Board of Trustees as well as all applicable state and federal laws.

DEFERENCE:

This policy defers to Cal State LA Administration and Finance Policy 006 - Policy for One-Up (Next-Level) Authorizations for Business Expenses. Policy 006 establishes the University policy for maintaining appropriate internal controls with regard to authorization of business expenses and reimbursements. This affects all organizational units of the University, including auxiliaries, per Education Code, Sections 89720, 89750, 89752, 89756 and 89900(b); Title 5, California Code of Regulation, Sections 42401 and 42404; and CSU Executive Order 1000, Delegation of Fiscal Authority and Responsibility.

PROCEDURES:

1. ASI SIGNATORY AUTHORITY

NOTE: The University's designated signatories may sign as Executive Director in the absence of the Executive Director on all the listed categories of ASI transactions below.

1. University Designated Signatories

Dean of Students
Vice President for Student Life

2. ASI Designated Signatories

Executive Director
Director of Government Affairs & Leadership Program
Office Manager

On automated payroll checks, a facsimile signature is used for the Executive Director. In the absence of the Executive Director the Director of Government Affairs & Leadership Programs or Office Manager may sign a timesheet or an ETR adjustment with the co-signature of the Dean of Students or VP Student Life.

2. Requests for Payment or Purchase Order (RPP) (see policy 210 for detailed procedures)
RPP's require the signature of the following key personnel:
 - a. ASI 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.
 - b. The ASI Executive Director. In the absence of the Executive Director the Director of Government Affairs & Leadership Programs 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 Government Affairs & Leadership Programs 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 ASI Vice President for Finance or designee in the following cases:
 - i. Signs all RPPs
 - ii. All payments related to student organization funding approved via award letter approval.
 - d. After all signatures have been obtained, copies of the RPP and all supporting documentation must be made, and placed on file in the ASI 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.

- g. In the absence of the student officers referenced above, the ranking of students signatures for RPP review shall be:

- ASI President
- Vice President for Finance
- Vice President for Administration
- Vice President for Academic Governance
- Vice President for External Affairs and Advancement
- Secretary Treasurer

- h. No student signatory may sign twice for the same RPP.

Performance Agreements: Are co-signed by the Executive Director, designee, Director of Government Affairs and Leadership Programs, Senior Coordinator of Student Engagement & Outreach, 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, ASI President, and ASI Vice President for Finance after consultation with the ASI 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 10% plus adjustments must be heard by the Finance Committee for approval and forwarded to the Board of Directors for approval with a majority vote.

3. UNIT EXPENDITURE

- a. Area Authorized Signatory
 - i. All expenditure requests from the respective operating area accounts and all other transactions creating financial obligations to ASI 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 ASI shall be processed in accordance with the above referenced authorizations.
 - 2. Pertinent information and support documents will be provided with requisitions as per ASI fiscal policy.

c. Check Processing

Checks are picked up by ASI from the University Business Financial Services Office (BFS) upon availability

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

a. Invoice Processing

University Accounts Receivable will issue invoices on behalf of ASI.

b. Purchase Orders

- i. Purchase Order numbers will be prepared by the University upon submission of a properly completed and approved Purchase Requisition from the ASI Administrative 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 ASI Business Office.
- ii. Request Verbal Purchase Order Number(s) - Not available.

4. Policy History - approved

10/5/17

05/26/16

04/04/13

02/14/19