



Associated Students, Incorporated
California State University, Los Angeles

Administrative Manual

Club and Organization Funding: **Funding Reimbursement**

Policy #

1. Purpose:

ASI support campus clubs and organizations in order to plan and host diverse and engaging events to increase Cal State LA campus involvement and community. This document serves to act as a comprehensive list of strict requirements for clubs and organizations to remain eligible for reimbursement for ASI approved events. In addition, it outlines the required procedure clubs and organizations follow to receive the reimbursement for their expenses. These policies aim to comply with state and CSU guidelines as well as follow ASI's mission statements and vision.

2. References:

- 2.1. Club and Organization Funding: Disbursement Requirements and Procedure
- 2.2. Club and Organization Funding: Event Funding Guidelines
- 2.3. California State University Academic Calendar

3. Policy:

3.1. Club Eligibility for Reimbursement

- 3.1.1. Ensure that ASI has updated University paperwork of your Recognition, Signatories, and Good Standing.

Commented [NTT1]: 204 5.8.1

3.2. Event Eligibility for Reimbursement

- 3.2.1. Requisition for Payment should be provided to ASI 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 ASI along with original receipts.
 - 3.2.1.1. If the Request for Payment is not submitted within 15 business days, ASI 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 ASI.
- 3.2.2. Flier samples serve as documentation that program was marketed to the entire campus and

Commented [NTT2]: 204 5.8.5

Commented [NTT3]: 204 5.8.5.2

-1 of 3-

Associated Students, Inc. ~insert policy name and number



promotes ASI sponsorship.

Commented [NTT4]: 204 5.8.5.3 Note: maybe change to be like the event has to have been marketed to the whole campus in some way

3.3. Expenditures Eligibility for Reimbursement

3.3.1. Request pre-invoicing by the vendor at least three (3) weeks in advance of the event for confirmed expenses.

Commented [NTT5]: 204 5.8.2 Note: Not really sure why this is here or what it means

3.3.2. Pay only for pre-approved expenses/activities via direct reimbursement for real expenses.

Commented [NTT6]: 204 5.8.4 Note: maybe only keep that the expense needs to be pre-approved by ASI through the funding committee

3.4. Reservations/catering through the University Auxiliary Services (UAS) will be reimbursed prior to any other reimbursement.

3.4.1. 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 ASI within seven business days of the award.

3.4.2. The ASI Vice President for Finance signature on an award letter will serve as official authorization for payment of an approved UAS BEO.

3.4.3. ASI will coordinate payment with UAS via the policy 209 Hospitality, Payment, or Reimbursement of Expenses.

Commented [NTT8]: 204 5.8.3 and sub bullets Note: could be reworded to make it a bit easier

3.5. ASI Reimbursement Spending Tracking

3.5.1. The ASI Vice President for Finance and ASI 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.

Commented [NTT7]: Kinda just put things that didn't fit anywhere else in RPP process into here. Need to refine information and edit it if kept

3.5.2. To avoid deficit spending, the ASI Executive Director may stop all expenditures in any budget line item upon depletion of budget allocation and bring it to the attention of the ASI President and ASI Vice President for Finance.

Commented [NTT9]: 204 5.9 and 5.10

3.5.3. Approved allocations are assigned appropriate expiration dates determined by the ASI Finance Committee and/or ASI Vice President for Finance. Fund expenditures must be documented before the expiration date, or those specific event funds may revert back to ASI 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 ASI office and operating hours and University holidays.

Commented [NTT10]: 204 5.14

4. Procedure:

4.1. A Requests for Payment Processing (RPPs) Packet must be submitted to ASI within 15 business days of the completion of an event. An RPP packet includes:

4.1.1. A completed RPP Form;

4.1.2. An approved and signed Award Letter granted after approval at a Funding Sub-Committee Meeting;



- 4.1.3. Actual marketing and promotional items used to promote the event;
- 4.1.4. Original receipts or acceptable documentation as stipulated in 3.3.2 for all expenses incurred for the event;
- 4.1.5. A completed event evaluation form;

Commented [NTT11]: This is also references 204 5.12 and 5.12.1, but maybe needs to make more clear? Those policies just say exactly what the fliers need to say with the ASI stuff. A little too specific I feel for what needs to be in policy

Commented [NTT12]: REWORDED/ADDED 204 5.8.5 5.8.5 OG: Requisition for Payment should be provided to ASI 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 ASI along with original receipts.
Added in award letter and event evaluation form because we need that

Policy History