



ADMINISTRATIVE MANUAL

# Request for Payment or Purchase Order (RPP)

Policy 210

1.0 PURPOSE:

To establish procedures for operational and financial controls related to the processing of Requests for Payment or Purchase Order (RPP), and the furnishing of checks

2.0 REFERENCES:

A.S.I. Operational Manual

3.0 POLICY:

Associated Students, Inc. shall make check payments through the processing of Request for Payment or Purchase Orders (RPP). A.S.I. operations are strictly governed by approved budgets, and any request must be approved through this process.

3.1 Reimbursements. All RPP's involving reimbursements must be submitted within thirty (30) days. Reimbursements submitted after thirty (30) days of expenditure will require special approval by the Executive Director.

3.1.1 Toward the fiscal year end, an estimate of reimbursements must be submitted by the 10<sup>th</sup> of June, to ensure that expenses are properly reflected in the correct time period.

3.2 Purchases. For purchases by Associated Students, Inc., a completed RPP is required to process payment. No officer of the corporation shall commit A.S.I. to a purchase without a completed and approved RPP.

3.2.1 Purchase orders may be issued on the signature of the Executive Director to facilitate the business of Associated Students, Inc. In events where a purchase order is necessary, the Executive Director is directly responsible for the completion of the approval process within two weeks from the issue date of the order.

3.3 The A.S.I. Administrative Office shall maintain a document tracking system to ensure the proper processing of all requests.

4.0 DEFINITIONS

None

5.0 PROCEDURES

5.1 Request for Payment or Purchase (RPP) form must be filled out in its entirety. All supporting documentation must accompany the RPP before processing. Supporting documentation includes, but is not limited to, the following:

5.1.1 Original Receipt(s) and/or Invoice(s)



- 5.1.2 Performance Agreement (Contracts)
- 5.1.3 Written justification of how the expense relates to A.S.I., including a list of names for which the expenses have been charged.
- 5.1.4 Memorandums of Understanding
- 5.1.5 Other supporting documentation
- 5.2 The A.S.I. Administrative Office shall maintain a file of all RPP's submitted through the document tracking system.
- 5.3 Signatures. RPP's require the signature of the following key personnel:
  - 5.3.1 The A.S.I. President or Vice President for Student Affairs or designee in the following cases:
    - 5.3.1.1 All travel, regardless of the amount.
    - 5.3.1.2 All expenditures up to \$5,000.00 including any equipment purchase or lease over \$5,000.00.
  - 5.3.2 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:
    - 5.3.2.1 All expenditures up to \$5,000-\$10,000 including any equipment purchase or lease over \$5,000-\$10,000.
    - 5.3.2.2 In the absence of the Executive Director, Director of Programs and Leadership and the Office Manager of Administration and Services the University CFO will serve as the required second signature.
  - 5.3.3 The Vice President for Student Affairs or Designee for the University in the following cases:
    - 5.3.3.1 Payroll for Associated Students, Inc.
    - 5.3.3.2 All expenditures over \$5,000.00 including any equipment purchase or lease over \$5,000.00.
    - 5.3.3.3 All Grant-in-Aid payments.
- 5.4 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.
- 5.5 The original RPP and all supporting documentation must be submitted to the contracted accountant at CSULA Business Financial Services. Thereafter CSULA Business Financial Services Accountant will either furnish a check for RPP's accompanied by original receipt(s) and/or invoice(s), or raise a Purchase Order (PO) after:
  - 5.5.1 Availability of funds have been verified,
  - 5.5.2 Signatures have been verified, and
  - 5.5.3 Expenses have been deemed to be properly classified
- 5.6 Once a check has been furnished and received by A.S.I., a copy of the check shall be attached to the RPP copy, and placed on file in the A.S.I. Administrative Office.
  - 5.6.1 The release of any check depends on the nature of the handling requested by the RPP and the administrative judgment of the Executive Director, Director of Programs and Leadership or the Office Manager of Administration and Services in the absence of the Executive Director.

