



Financial Policy and Procedures

Approved and adopted per BD 12-19 | January 22, 2019

Purpose: The purpose of this policy is to outline overall ASI fiscal procedures, describe the budgeting cycle and process, the mechanics of expending ASI funds, and the procedures for procuring and disposing of property and equipment. This policy cannot cover all contingencies. For those occasions for which there is no guidance, those concerned are expected to use sound and reasonable judgment.

Scope: This policy applies to all ASI personnel, and to all individuals and campus entities authorized to request ASI funding.

1. Budget Preparation and Control

a. Budget Defined

A budget is a financial plan for a fixed period of time. It consists of an orderly arrangement of fiscal data determined by computed estimates of revenue and expenditures.

b. Preparation of Budget

- 1) Budget time line. The ASI annual budget shall be prepared on a time line which provides for two readings by the ASI Board of Directors (BoD), signatures, review by the University Accounting Office, and presentation to the University President at least 60 days before the close of the fiscal year. The ASI fiscal year will conform to the University's fiscal year.
- 2) Estimates of Revenue. The budget will contain a reasonable estimate of revenue from the Associated Students fees. Other sources of revenue expected during the fiscal year may be included.

c. Estimates of Expenditures:

- 1) Functions. The budget will contain an itemization of expenditures by eligible function, and will include all eligible functions and programs approved by the Associated Students, Inc. Board of Directors (BoD) as well as requests for new eligible functions or programs.
- 2) Deadlines: All ASI functions and their respective supervisors will be required to submit their itemized expenditures 120 days before the end of the fiscal year.
- 3) Functions. The expenditures for each function will be supported by line item detail. The main functions to be used will be (a) salaries and wages, (b) operating expenses, and (c) equipment. Salaries and wages will include all amounts to be paid directly as salaries and amount to be paid for employee benefits (Social Security, retirement, health insurance, etc.)

- 4) Operating Expenses. Operating expenses will include amounts for services and supplies. Generally speaking, supplies and services are such things as paper, pencils, computer memory media, insurance, etc. In order to differentiate between supplies and equipment, the following definition applies: To be classified as equipment, the item must function of and by itself, and cost more than five hundred dollars (\$500.00) with a life expectancy greater than three (3) years. A component, regardless of its cost or life expectancy, will not be classified as equipment.
- 5) Line Item Detail. The budget will contain such line item detail that it will serve as a guide in the control of expenditures. The total amount in each category will be supported by such line item detail, i.e., the category "Operating Expense" may include these line items: office supplies, insurance, and postage. Line item numbers will be obtained from the Auxiliary Accounting Office.

d. Procedures:

- 1) Requests by Functions. In the initial preparation of the budget, persons responsible for the function needing funds will submit a written budget request to the ASI Vice President of Finance on forms supplied by the ASI Vice President of Finance. These requests must be prepared in sufficient detail (by function, category, and line item) to permit the compilation of the data. Information, if the data is available, on prior year expenditures will be shown for each function in a way that will allow easy comparison.

a. Definition of an Eligible Function. The only eligible functions are any and all functions and committees of ASI.

- 2) Review and Analysis. After compilation of the requests, the ASI Vice President, Finance in conjunction with the ASI Executive Director will review and analyze the budget. The ASI Vice President of Finance/ASI Executive Director will present the request with the analysis and recommendation to the Finance Committee. The originators of the request or their designee must be present to provide explanation, justification, or amplification to the Finance Committee. A draft balanced budget with recommendations will be forwarded to the ASI BoD for their consideration and action.
- 3) Distribution. After final approval by the ASI BoD, the ASI President, and the President of the University, the budget will be printed in the proper format and transmitted to the Auxiliary Accounting Office.
- 4) The final budget shall be available by May 1st

2. Palm Desert Campus (PDC) Budget Preparation and Control

a. The PDC campus accounts will be handled in the following manner:

- 1) During the annual budget preparation cycle, PDC will propose setting a percentage (not less than 10%) of their anticipated revenue into the PDC Reserve account. In the budget submittal documents the proposed percentage will be accompanied by the estimated dollar amount that percentage represents. The remainder of the funds will be budgeted in the other line items with any of the unrestricted going into the PDC Operating Reserves account. The

total of the funds in the budgeted line items, PDC Operating Reserves and PDC Reserve will equal the total of the ASI fees collected for PDC students

- 2) Only students who are regularly enrolled (students enrolled at the College of Extended Learning are ineligible) at PDC paying ASI fees are eligible to be counted toward the quarterly and annual PDC budget.
- 3) Accounting will obtain from CSUSB Institutional Research a headcount of students enrolled at the PDC campus each quarter. ASI will compute the Post-Census Revenue due to the PDC Operating Reserves account on a quarterly basis. Post-Census Revenue will be returned to the PDC Campus on the proportional basis described above. Should projected headcount fail to meet the budgeted headcount, then those funds will be returned to the ASI Unrestricted Net Assets Account.
- 4) PDC will follow ASI policy by going through the ASI Finance Committee and the ASI Board of Directors in attempting to move money from PDC Operating Reserves to any of the PDC line items.
- 5) PDC will not be eligible for any funds from the ASI reserve accounts other than PDC reserves without the expressed permission from the ASI BoD.
- 6) The purpose of the PDC Reserve account is to present the ASI of a new CSU campus in the Palm Desert area which is converted from the current PDC campus with those funds accrued in the PDC Reserve account to assist them in starting a successful ASI program once the PDC campus becomes independent. Funds from this account shall not be taken unless an immediate emergency becomes present as deemed reasonable by the ASI BoD.
- 7) Should ASI cease to exist at some point, then the CSUSB Accounting and Finance Department will impound those funds in the PDC budget (RN001-A6000) and the PDC Reserve account until ASI shall be reconstituted or the CSU shall establish a separate campus in the Palm Desert area at which time they will be turned over to the ASI which shall be incorporated on that campus.
- 8) PDC will follow ASI financial policies and procedures regarding purchase orders, disbursement authorizations, contracts, etc. No changes will take place at PDC without the express approval of the ASI Board of Directors.
- 9) No ASI funds will be used to fund or support university operations without the approval of the ASI BoD.
- 10) PDC fiscal actions and expenditures of ASI funds will be subject to annual audit concurrently with the CSUSB ASI.
- 11) Line items in the PDC (RN001-A6000) budget that have unspent/unencumbered funds will revert to PDC Operating Reserves on the first day of each fiscal year.

3. Re-budgeting of Funds

- a. The following policies will be followed with respect to interim and/or additional allocations in the budget.
- 1) Salaries and Wages. The line items amounts and the totals for salaries and wages in any given function will not be increased or decreased without prior approval of the ASI BoD.
 - 2) Operating Expense (Total Amount). The total amount for operating expense within a given eligible function will not be increased or decreased without prior approval of the ASI BoD.
 - 3) The ASI BoD must approve all new functions or programs prior to approving funding to support these new functions or programs
 - 4) Operating Expense (Line Item). The line item amounts within a given function may be increased by the ASI Finance Committee by transfer from another line item in the same function. The aggregate increase for the entire fiscal year cannot exceed twenty-five thousand dollars (\$25,000) without the ASI BoD approval. To clarify this provision further, this means that the ASI Finance Committee has the authority to move money between line items in the same budget function. When the amount of money moved totals twenty-five thousand dollars within a fiscal year regardless of the number of budget functions which have been affected, the ASI Finance Committee will have used up their authority to transfer funds within that budget function.
 - 5) Request for an Allotment Transfer. After approval of a request to transfer funds from one allotment to another, a transfer form will be prepared by the ASI Vice President, Finance and transmitted to the Auxiliary Accounting Office for processing.
 - 6) Special Authorization. During the last four weeks of the fiscal year and the first four weeks of the new fiscal year, the ASI Executive Director will have the authority to transfer funds between accounts as necessary in order to meet financial obligations of the corporation and close out the accounts at the end of the fiscal year. This authority applies only to the funds affecting the fiscal year being closed out and not the new fiscal year.
 - 7) Post-Census Revenue. Any surplus or deficits that are reported post-census will require the ASI BoD to act on them under the advisement of the ASI Executive Director and ASI Vice President of Finance within 60 days of the census date. Any surplus in revenue will be deposited in the ASI Operating Reserves accounts for future disbursement by the ASI BoD.
 - 8) The ASI Finance Committee will have the authority to approve up to \$5,000 in internal transfers and \$1,000 in external requests. Requests that exceed these amounts will require approval from the ASI Finance Committee and ASI BoD. Any transfers from Unrestricted Net Assets must go to the BoD for approval.
 - 9) The ASI Finance Committee will have the authority to donate up to \$5,000 to on-campus entities without ASI BoD approval. Donation requests that exceed \$5,000 or are requested by off-campus entities must be approved by the ASI Finance Committee and the ASI BoD.
 - i. The Finance Committee will only consider request(s) up to \$5,000 annually per organization with the aggregate total not to exceed \$5,000 per year.

- 10) Allocation or donation of funds approved by the Finance Committee shall be reported to the ASI BoD by the ASI Vice President of Finance or their designee.

4. Accounting

a. Type of Accounting Records

The accounting records will be established by function and by expenditure categories within the function.

b. Maintaining Accounting Records

The accounting records will be maintained by the Auxiliary Accounting Office. Sound accounting practices will be used, and the various State laws and rules governing the California State University will be followed. Substantiating documents, i.e., approved requisitions, purchase orders invoices, and time sheets will be filed in the Auxiliary Accounting Office so as to be available at all times for audit by independent certified public accounts, the Audits Division, State Department of Finance, and the Chancellor's Audit Staff.

c. Chart of Accounts

A chart of accounts will be compiled as needed by the Auxiliary Accounting Office.

d. Financial Report

During the Fiscal Year, the Auxiliary Accounting Office will make monthly reports to the Associated Students, Inc., indicating the balances remaining in each function and conversely, the amounts expended. Upon the request of the ASI Vice President of Finance/ASI Executive Director, detailed reports showing the financial status of a specific function will be prepared.

5. Document Signature Authority

- a. Each year following the ASI elections, the ASI Executive Assistant will prepare a memo with the signatures of all the individuals entitled to sign documents which commit the corporation to expending ASI funds. The memo will indicate the primary and backup signatures for each document authorizing the expenditure of funds, and will be forwarded to the Auxiliary Accounting Office prior to the first day the new officers assume their duties.
- b. In signing documents for the preparation of purchase orders, Speakers/Performers Contracts (SPC) and disbursement authorizations, it is desirable that no one signature appear more than one time on any document. In the case of a purchase order or an SPC, any of the individuals who signed the requisition or the purchase order/SPC may sign the disbursement authorization. In those cases where a disbursement authorization is created from a requisition requesting a check, the person signing the disbursement authorization should not have signed the requisition. It is conceivable that in an emergency situation, this policy may have to be waived; however, those authorized to expend ASI funds should avoid waiving it for expediency. The purpose of this policy is to ensure that the widest possible scrutiny by ASI management is afforded purchases from ASI funds.

6. Purchases and Contracts from ASI Funds

a. Requisitions, Purchase Orders (PO), & Speaker/Service/Performance Contract

- (1) **Requisition Form:** A requisition form should be initiated by the function requesting the supplies or services. The requisition should indicate the proper budgetary classification, i.e., function, category, and line item. After approval by corporate officers as designated on the “Authorized Signatures” memo on file in the Auxiliary Accounting Office, the requisition is ready to be processed. A sample of a requisition is in the Procedures section of the annual ASI Budget and Procedures booklet.
- (2) **Purchase Orders:**
 - i. Purchase Orders will be prepared in duplicate with distribution as follows: Original copy is provided to vendor and a copy is retained for the ASI Office files.
- (3) **Speaker/Service/Performance Contract:**
 - i. A Speaker/Service/Performance Contract (SPA) will be initiated for high risk purchases or as determined by the ASI Risk Manager.
 - ii. Upon receipt of an approved requisition, ASI Executive Assistant will prepare the ASI Contract for signature by the appropriate corporate official in accordance with the “Authorized Signature” memo on file at the Auxiliary Accounting Office.

b. Purchase Order Procedures (PO)

- (1) A Purchase Order should be used for supplies, services, or equipment rendered to ASI in which a Direct Purchase is not an authorized and appropriate form of payment. A Purchase Order should always be used for any expenditures that will be utilizing the Supplies and Services accounts within the ASI Budget.
- (2) When a Purchase Order is authorized for a service in which the service provider is being required to submit insurance, then an indemnification clause must be stated on a separate document. A Speaker/Service/Performance contract should be used when there is high risk associated with a purchase or as determined by the ASI Risk Manager.
- (3) Purchase Orders will be prepared and initiated in the following manner:
 - i. A requisition for a purchase order is completed that includes the signatures of authorized officers.
 - ii. The Executive Assistant will prepare the form to be signed by the Executive Director. If needed, the requestor must include an indemnification clause in a separate document.

c. Direct Purchase Procedures

- (1) A Direct Purchase is completed and executed through the use of Corporate Credit Cards (CCC). Corporate Credit Cards may only be utilized by authorized personnel. Personnel authorized to use a CCC may do so only if they complete a CCC Authorization form prior to the usage of one. Please see the Corporate Credit Card Policy for specific details.

(2) A Direct Purchase that is used with a CCC must follow the procedures as clearly defined in the CCC Policy:

- i. Purchases may not be used to circumvent any ASI polices or be used from Unrestricted Reserves.
- ii. Purchases may only be made that are not requiring indemnification clauses, hold harmless forms, or insurance from vendor. If this is the case, a PO or Speaker/Service/Performance Contract must be executed.
- iii. Authorized Purchaser must provide receipts of all transactions and submit them with a Credit Card Authorization form that is to be maintained by the Executive Assistant and be signed by the Executive Director. This from must indicate the proper budgetary classification.
- iv. Purchaser who fails to follow the procedures as outlined in this policy or in the CCC policy will be faced with disciplinary actions which may include the reimbursement of all associated transactions.

d. Spending Controls

(1) Purchases that are made through a Corporate Credit Card may not exceed \$1,500 in a single transaction.

(2) Purchases, excluding those associated with Travel, that fall between the \$500 to \$1,500 threshold must include 3 quotes that are to be given to the ASI Executive Director in the form of a

- i. phone call that is submitted with documentation of that conversation and contact information of service/vendor or;
- ii. an electronic correspondence in the form of an email or online printed material.
- iii. Exceptions to quote requirements may be made by the ASI Executive Director, but any such exceptions, and the reasoning, should be documented as a note or correspondence, and included with the transaction.

(3) All expenditures above \$1,500 from the following accounts will need prior approval from the Finance Committee and the Board of Directors three (3) weeks prior to the event/activity, or any related purchases. The following accounts are affected:

- i. ASI Operating Reserves
 - i. Speaker Series (660827-RN001-A5100)
 - ii. External Affairs (All accounts in RN001-A4300)
- iii. Public Relations
 - Marketing Materials (660017-RN001-A4900)
 - Prizes (660731-RN001-A4900)
- iv. Transition Dinner (660714-RN001-A4200)

d. Bidding Policy

The Bidding policy will be used in the procurement of all items which surpass the threshold dollar amount approved by the ASI BoD in the Bidding Policy. (See ASI Bidding Policy)

e. **Conflicts of Interest**

ASI will not purchase goods or services from any ASI employee, board/committee member, or other supplier where a conflict of interest might be perceived. (See ASI Conflict of Interest Policy)

f. **Penalties**

Any individual who makes a purchase or contracts for a service in the name of the Associated Students, Inc. without following the prescribed procedure will be held personally liable for the obligation.

- g. The ASI Executive Director will have signature authority in coordination with the corporate officers over those budget items (personnel and operating items) directly under the corporation. For all other expenditures, the ASI Executive Director's signature authority will be in accordance with the "Authorized Signature" memo on file at the Auxiliary Accounting Office.

7. Receiving and Control of Equipment and Supplies

a. **Procedures**

Upon receipt of the equipment or supplies ordered, or upon completion of the service in accordance with the purchase order or contract, the ASI Vice President of Finance/ASI Executive Director will be so informed.

In the case of a service pursuant to a purchase order or contract, the appropriate individual will certify that the service has been completed in accordance with the terms of the purchase order or contract, and forward such certification to the ASI Vice President of Finance/ASI Executive Director. Until such certification is received, the invoice will not be paid. The ASI Executive Assistant will make such entries into the Common Management System as necessary to show that the item(s)/services were received and the appropriate satisfaction with the items/services.

b. **Property Control**

- (1) **Property Usage.** Equipment owned by the Associated Students, Inc. will be used only for valid Associated Students activities, unless approved otherwise by the ASI BoD.
- (2) **Property Records.** A master file of equipment owned by the Associated Students, Inc. will be kept at the ASI Business Office and the Auxiliary Accounting Office. The file will indicate what individual or function has the custodial responsibility.
- (3) **Property Tags.** All equipment/furnishings owned by the Associated Students, Inc. will be tagged with a property number indicating its ownership. Smaller items that may be considered "disposable", e.g., desktop adding machines, staplers, hole punchers, etc. do not need to be tagged.
- (4) **Equipment.** All persons or organizations not part of the ASI structure requesting to use equipment must receive written approval from the ASI Executive Director, must check out equipment by the ASI Executive Assistant or their designee, and must sign a contract acknowledging liability and terms of agreement. A contract will be maintained by the front desk office staff.

(5) Property Disposal.

From time-to-time it will be necessary to dispose of ASI property. The ASI Executive Director or in their absence the ASI Executive will assess the property and will determine whether or not it is serviceable, unserviceable, obsolete/obsolescent, safe or unsafe.

- (a) Disposing of serviceable, obsolete/obsolescent, and safe property:
 - (1) Donate the ASI property item to a worthy entity, e.g., the CSUSB Children’s Center or the Student Union, etc. ASI equipment will not be donated to individuals without the approval of the ASI BoD.
 - (2) Salvage the property through the University Property Management Department, Information Resources and Technology Support Department, or whatever department the university deems appropriate to dispose of the items.
- (b) Disposing of unserviceable and/or unsafe property.
 - (1) Salvage the property, as in the case of computers, through the University Property Department, Information Resources and Technology Support Department, or whatever department the university deems appropriate to dispose of items.
 - (2) Unsafe ASI property items, whether serviceable or not, will not be auctioned, sold, or donated. If the ASI Executive Director and the ASI Executive Officer deems it cost effective to repair the item and bring it up to a reasonable standard of safety, then it may be disposed of as described in paragraph (5), (a) and (b) above. Any unsafe item unworthy of being auctioned, sold, or donated will be thrown away, or salvaged in accordance with paragraph (5)(b)(1) above.
- (c) Documentation
 - (1) Any property sold, auctioned, or salvaged through the University, will be reflected on the ASI “Request To Survey” form. An ASI executive officer will review the property to be salvaged and approve the ASI Executive Director’s assessment of the need to salvage the property.
 - (2) The ASI “Request To Survey” form will be signed by the ASI Executive Director and an ASI Executive officer.

8. Handling of Cash Receipts and Disbursements

a. Cash Receipts

- (1) Student Fees. The Student Financial Services Department will deposit in a State Trust Fund student fees collected.
- (2) Cash Receipts. The University cashier will collect all funds for the ASI and will record them on the daily cash sheet. This information will be posted expeditiously to ASI.

b. Cash Disbursements

Checks will be issued by the University Accounting Office for ASI expenses upon submission of approved documents.

c. Check Cashing

Under no circumstances will anyone be authorized to cash personal, business, or payroll checks, or vouchers of any nature from ASI cash receipts.

9. Accounts Receivable

a. Invoicing procedures. The ASI Executive Assistant will prepare an invoice for goods or services rendered to another person/organization by ASI using the following procedures:

- (1) Issue an invoice number in log.
- (2) Type up invoice.
- (3) Annotate account to be credited on Accounting and ASI copies.
- (4) Send original copy to Payee.
- (5) Copy – Accounting.
- (6) Copy – ASI Files (in invoice binder)

b. When payment is remitted:

- (1) Make a copy of the check and log into Check Receipt Log.
- (2) Annotate date of payment on Invoice log and stamp pink copy of invoice “Paid”.
- (3) Complete a Departmental Cash Transmittal form.
- (4) Deposit money into the following account # 102060 RN001 9002 at the Student Financial Services

c. After money is deposited:

- (1) File the pink copy of the Departmental Cash Transmittal Form along with a copy the check in the invoice binder.
- (2) File the yellow copy of the Departmental Cash Transmittal Form along with a copy of the check in the check receipt folder.
- (3) Send a copy of the Departmental Cash Transmittal Form to Accounting.

d. Valuation of allowance for doubtful accounts receivable

Based on ASI’s history and no outstanding miscellaneous receivables, no allowance will be maintained or reserved and any miscellaneous receivable deemed to be uncollectable will be written off in its entirety. As for student accounts receivables, the University Accounting office calculates the allowance and monitors the receivables. ASI will generate a list of aged accounts that have not been paid using the following schedule and actions:

- (1) 30 days – past due notice to be sent for individuals, student clubs and organizations.
 - (2) 60 days – past due notice to be sent to university departments, auxiliaries, individuals, student clubs and organizations.
 - (3) 90 days - final notice to be sent to university departments, auxiliaries, individuals, student clubs and organizations.
- e. Write-off of uncollectible accounts.
- (1) After the final notice is sent, the individual, student club or organization, university department or the auxiliary will have 30 days to satisfy the debt to ASI. At the 120 day point, ASI will notify the Auxiliary Accounting Office and provide the supporting paperwork. If the debt is deemed uncollectable by the Auxiliary Accounting Office at the 365 day point, then the Auxiliary Accounting Office will notify the ASI Executive Director. The ASI Executive Director will place the debt on the Board of Directors’ agenda for approval to write the debt off.
 - (2) The ASI Executive Director shall have the authority to write-off debts deemed to be uncollectable in the amount of \$100.00 or less. The ASI Executive Director will notify the ASI Board of Directors as soon as practicable of any write-offs.

10. Telephone Usage and Charges

- a. ASI telephones are to be used for official ASI business; however, it is understandable that personal calls will be made from time-to-time on ASI telephones. Authorized users of ASI telephones will be subject to the following procedures:
 - (1) Each month the ASI Executive Assistant will provide an invoice on each ASI office telephone number.
 - (2) ASI Staff are required to identify personal calls.
 - (1) ASI staff are authorized a maximum of \$25.00 for personal calls per month per telephone number. Any personal calls over that amount require reimbursement to ASI.
- b. Should staff fail to reimburse ASI for telephone utilization, then the ASI Executive Director shall begin internal disciplinary proceedings as deemed appropriate until the debt is satisfied.

11. Salaries and Wages

- a. In the case of salaries and wages, the payroll document will be the payroll designation form appointing an individual to a previously established position. This document must be signed by the function supervisor and the ASI Executive Director.
- b. All employees must complete the necessary W-4 forms and a successful background check before beginning their employment. ***No person shall be allowed employment into ASI who has neglected to complete the necessary forms.*** Employment records and time sheets will be kept by the ASI Office and Auxiliary Payroll Office.
- c. Semi-monthly time sheets are kept on record with Paylocity. At the end of the payroll period, the time sheets must be properly signed by the employee, certified by a designated supervisor and

approved by the ASI Executive Director designated on the “Authorized Signatures” memo on file in the Auxiliary Accounting Office before being forwarded to the Auxiliary Accounting Office so that paychecks may be issued.

- d. The Financial Aid Office will be notified of all awards authorized for ASI Officers, chairs, etc. In the case of an ASI director or chair receiving an award beginning the term of service after the start of the quarter, the ASI Vice President of Finance/ASI Executive Director shall be permitted to amortize the award for that quarter over the time actually served by the student body officer.
- e. Employees may receive their paychecks in the form of direct deposit or may be picked up at the ASI front office.
- f. It is the policy of Associated Students, Inc. that awards approved by the ASI BoD and awarded to students participating in ASI are to be considered taxable as income under federal and state law. As a compensable award, performance standards may be set by the Board of Directors for those receiving the compensable award

12. Disbursement Authorizations

Upon receipt of (1) a proper invoice from the vendor or contractor, and (2) either the notice that stock has been received or the certification that the service has been satisfactorily completed, the ASI Executive Assistant will prepare a disbursement authorization for signature by the ASI Executive Director or the ASI Assistant Director. In the event the ASI Executive Director is off campus and unavailable, then signature authority will be in accordance with the “Authorized Signature” memo on file at the Auxiliary Accounting Office. The Auxiliary Accounting Office will then issue a check.

13. Account Closure at the End of the Fiscal Year

During the last two weeks and the first four weeks of the fiscal year, the ASI Executive Director shall have the authority to transfer funds between budget functions and line items as necessary in order to satisfy ASI obligations and balance the accounts per paragraph 3a(7) of this policy.

14. Petty Cash

A petty cash fund not to exceed \$150.00 may be authorized. It shall be in the custody of a responsible employee of the ASI will be known as the Custodian. The Custodian shall be financially responsible for the fund and for any loss unless relief of accountability is granted by the ASI BoD.

15. Change Funds

- a. The establishment of all change funds must be approved by the ASI BoD. Change funds are to be used only for the purpose of convenience of giving change at specific functions. Change funds are not to be used for expenditures of any kind.
- b. There must be an authorized individual designated as Custodian of the change fund who will be financially responsible. Upon approval by the Board of Directors, a check will be issued to the designated custodian. The change fund will be subject to audit at any time during the life of the fund. The custodian will be responsible for the return of the change fund at the conclusion of each event, or at a designated time, but no later than the end of the current fiscal year.

16. Travel Expense

- a. Prior to commencing travel on ASI business, all officers, employees, or students must complete a Travel Approval Form for review and approval by the ASI Executive Director and any Executive Officer. A copy of the form is available in the ASI office and at the back of this policy. The ASI Executive Director will sign the ASI Travel Claim Expense Forms after the travel is complete. No ASI Travel Claim will be signed that does not have the prior approval stated above.
- b. At the conclusion of travel, a travel claim expense form must be completed within two weeks and turned in to the ASI Executive Director for submission to the Auxiliary Accounting Office.
- c. The allowances for ASI travel cannot exceed those currently outlined in the ASI Travel Policy unless approved by the ASI BoD.
- d. Travel expense details can be found in the ASI Travel Policy.

17. Signature on checks

Checks must be signed by the proper CSUSB official. Checks for amounts of \$50,000 or over must be signed by two CSUSB officials. The following CSUSB officials are designated signatory authority to sign ASI checks: The Vice President, Administration and Finance; the Associate Vice President, Administration and Finance; the Director of Accounting; the Associate Director of Accounting.

18. Filing Documents

All documents used by the Auxiliary Accounting Office regarding ASI accounts will be filed and kept in the Accounting Office until the yearly audit. After the audit they must be kept filed for three years. After three years, documents except personnel records, including time sheets and personal tax records, and nonprofit organization related filings may be destroyed.

19. Banking and Investment Policies

a. Savings Account

By resolution of the ASI BoD, and approval of the University Vice President of Administration and Finance, funds may be withdrawn from the Cash Trust account and deposited in a savings account at a banking institution authorized by the ASI Vice President, Finance or the ASI Executive Director. Normally, the authorization should apply only to the funds that are to be held in reserve for specific purposes.

b. Investment

The ASI BoD may, by resolution, and approval of the University Accounting Office, authorize the investment of funds that are temporarily surplus. Investments must be restricted to the following:

1. Savings accounts in National or State Banks insured by the FDIC.
2. Time-open accounts in National or State Banks insured by the FDIC.
3. Federal Treasury Bills.
4. State approved Savings and Loan, insured by FSLIC.
5. Surplus money investment fund State Treasury.

20. Loans

ASI will not loan funds to anyone regardless of their association with the university or ASI.

21. Discrimination

The ASI shall not knowingly do business with any establishment that has shown to discriminate on the basis of race, color, national origin, sex, disability, age, marital status, religion, or sexual orientation as defined in Article XI, section 1 of the ASI Bylaws.

22. Generated Revenue

a. Definition of Generated Revenue.

Generated revenue is all revenue and income derived from any proceedings, function, production, or other fund raising event which has been funded with ASI funds, either wholly or in part.

b. Revenue Generated by ASI Funds.

All revenue generated by the use of ASI funds, excluding funds deposited to Foundation accounts, for any portion of the function shall be deposited to an ASI revenue account. Said ASI revenue may be designated specifically as the ASI revenue account for that event.

c. Allocation of Generated Funds in ASI Revenue Accounts.

Funds held in revenue accounts may be transferred to program generated accounts according standard accounting practice and or ASI budget notes.

23. Procedures for Securing Funds from ASI

a. The ASI provides financial support for student clubs, organizations and university wide events.

Groups or individuals who seek ASI financial support for such programs or events must make application through the ASI Finance Committee or the Club Allocation Budget (CAB) Committee.

b. ASI will not provide funding to support departmental events/activities/programs without the approval of the ASI Finance Committee or BoD. The purpose of this provision is to ensure that university departments do not ask students to fund events/activities/programs which should be borne by the department. It will be up to the Finance Committee and/or the Board of Directors to determine if a proposed event/activity/program is departmental in nature.

c. Chartered clubs/organizations seeking funds for events should submit their request to the CAB Committee. Any individual or group requesting funds from the ASI BoD for such activities will be directed the CAB Committee rather than being placed on the ASI BoD's agenda. The ASI BoD will not directly fund such events. The CAB Committee has a BoD approved policy which must be followed for the orderly disbursement of funds. Failure to follow the policy will result in the loss of funding and possible censure.

- d. Requests without Finance Committee approval may be heard by the ASI BoD. A 2/3 vote of approval by the voting members of the ASI BoD is required to bring the request to the floor for discussion or action.
- e. If a recommendation is funded by the Finance Committee or the CAB Committee, the club or organization representative should meet with the ASI Vice President, Finance/ASI Executive Director/ASI Executive Assistant and fill out an ASI requisition form. Upon completion of the requisition form, the ASI Executive Assistant will issue a Purchase Order or contract for signature by the appropriate corporate official in accordance with the “Authorized Signature” memo on file at the Auxiliary Accounting Office.
 - (1) Purchase Orders. If the funds are to be used to purchase merchandise or services, ASI will issue a purchase order if acceptable to the vendor. After the merchandise is purchased, the invoice from the vendor must be returned to the ASI Vice President, Finance/ASI Executive Director/ASI Executive Assistant.
 - (2) Contract. If the funds are to be used to pay for an artist/lecturer/speaker the ASI will issue a contract. The contract must be signed by the appropriate corporate official in accordance with the “Authorized Signature” memo on file at the Auxiliary Accounting Office.

24. Liability

The *ASI will not assume liability* for individuals or organizations who purchase items or contract with individuals or groups for goods or services if the proper procedures have not been followed.

25. Reporting

ASI requires that all ASI personnel who use ASI funds to travel to submit a written report on the event, meeting, activity, etc. they participated in to the ASI BoD within 30 days of their return to the campus. If the BoD is not in session (e.g., during the summer break), then the report will be submitted to the Executive Committee. If the traveler fails to submit a written report within the prescribed time indicated above, the ASI Executive Director, at his/her discretion, will demand that the traveler make restitution of the travel funds to ASI.

Revised Per BD 65-98, September 29, 1998

Revised Per BD 02-99, February 27, 1999

Revised Per BD 140-99, November 30, 1999

Revised Per BD 67-01, May 15, 2001

Revised Per BD 42-03, May 20, 2003

Revised Per BD 61-03, July 15, 2003

Revised Per BD 63-07, May 29, 2007

Revised Per BD 74-08, June 3, 2008

Revised Per BD 81-09, October 27, 2009

Revised Per BD 107-09, December 1, 2009

Revised Per BD 39-11, May 31, 2011, changes the ASI Assistant Director title to ASI Assistant Director.

Revised Per BD 22-12, May 1, 2012

Revised Per BD 50-17, May 30, 2017

Revised Per BD 11-18, February 27th, 2018

Revised Per BD 12-19, January 22, 2019



Travel Approval Form

1. Name(s) of attendee (s):

2. Purpose of the trip (include dates):

(Please attach flyer/announcement if applicable)

3. Account #: _____

4. Are there sufficient funds in the account to cover the costs? Yes No

(Travel will not be approved if there are insufficient funds to meet the cost of the travel)

5. Breakdown of travel costs:

Hotel:		Airline Fares:	
Food:		Conference Fees:	
Car Rental:		Private Auto Mileage:	
Other:		Total:	

Requestor: _____

Printed Name

Signature of Requestor

Date

Approved: _____

Printed Name

Signature of Requestor

Date

Approved: _____

Printed Name

Signature of Requestor

Date