Documentation for Financial Paperwork
Associated Students, Inc.

The documentation attached to financial paperwork is extremely important as it provides verification and explanation of the expenses. ASI will be reviewing its policies and procedures regarding financial matters to ensure accountability and sound practices. In addition, ASI wants to ensure it is providing quality customer services to the organizations that utilize student fee money.

Contracts
An ASI or University contract should be used anytime a performer, lecturer, novelty, or amusement is brought to campus. Contracts and invoices from vendors, agents or artists should not be used. When processing a check to pay a contact, attach a copy of the completed and signed ASI or University contract; a program flyer or announcement; copy of the minutes showing the program was approved (if applicable). ASI does not pay deposits.

Program Transportation
If transportation is needed as part of an event, a copy of the contract or invoice should be included with check request. In addition a flyer, agenda, announcement, or program should be attached. In general, liability waivers or informed consent forms should be used with any events requiring travel.

Liability Waivers
For programs that require participants to sign Liability Waivers or Informed Consent, a copy of the forms should be attached to the check request.

Reimbursements
When processing reimbursements, attach original itemized receipts; a flyer, announcement, minutes, or programs; list of individuals in attendance; or other information that explains the purpose and nature of the expense.

Travel
The Request for Travel must be approved prior to traveling. A conference or travel schedule; sample airline pricing itinerary (can be from the internet); sample rental car pricing itinerary; proof of estimate mileage (suggest maps.yahoo.com); conference or workshop registration form; written proof of hotel expense should be attached to the travel request. Upon returning, a schedule showing meals and itemized receipts for all expenditures (actual itineraries, hotel bills, shuttle/taxi receipts, etc) should be attached to the Travel Claim. Small receipts should be taped to piece of paper with a written explanation of the expense. It is not necessary to submit receipts for meals from a pre-paid per diem. However, actual itemized meal receipts are required for reimbursement.

Personal Credit Cards
It is strongly recommended that you do not use personal credit cards. For individuals that do not have an ASI Visa, personal credit cards should only be used in extreme emergencies. For reimbursement for charges on personal credit cards, a copy of the credit card statement and original receipt should be attached to the check request. Payment of expenses will only be made to the credit card company. ASI is not responsible for late fees or finance charges.

Banquets
Itemized catering bill or itemized receipt should always accompany the check request when food is purchased. A list of the people eating the food and a flyer, announcement, or minutes for the program or meeting should also be included. Banquet facilities usually require purchase orders prior to the event and then a check for the exact amount following.

Catering or Food
Itemized catering bill or itemized receipt should always accompany the check request when food is purchased. A list of the people eating the food and a flyer, announcement, or minutes for the program or meeting should also be included. Generally, the cost of the meal may not exceed the per diem amount allotted per person per meal.

Mail Order
When items are ordered through the mail, attach an invoice and packing slip to the check request. Several companies now send email invoices, rather than mailing an invoice. Both are acceptable. Also attach a flyer, announcement, or program if the material ordered was for a specific event.

Prizes or Drawings
When prizes or drawings are held as part of an event, the winner of the prize should sign a document that list a description of the prize, date, event and location. The winner should sign, print his or her name and provide address and SSN. We have an obligation to report to the IRS if individuals win prizes totaling over a certain dollar amount. A flyer, announcement, meeting minutes, or programs should also be included.

While is it not possible to develop examples for every situation, please use this information as a guideline for providing support documentation with expenditures.

Students, in general, are not authorized to sign contracts, purchase orders, invoices, agreements, or financial paperwork for the University or Associated Students, Inc.
Check requests turned in by noon on Thursday will be processed and the checks will be ready the Friday of the following week. Check requests will be processed once a week. This allows ASI to process checks at one time and allows departments to be able to know the exact date a check will be ready for them.

The “Date Needed” on the Check Request should be the date of the Friday that the check is needed to be picked up.

Reason for Expenditure:
The description in the “Reason for Expenditure” should list as many details about the expenditure, as well as the program or service the expenditure was for.

Some examples:
Payment for the jazz band, The Blues, as part of the Jazz Night on March 6, 2003, in the Loker Student Union. SSN 234-56-7890. University performance agreement and program flyer attached.

Reimbursement to Kevin Bolling for purchase of pencils used to fill out surveys for the Toro Tuesday table starting January 27, 2003 and continuing throughout the spring semester. Program flyer attached.

Per diem for Kevin Bolling to attend Leadership Retreat at California State University, Los Angeles, on April 12, 2003. Completed travel request and support documentation attached.

Payment to Rosa Lopez as the first place winner of the Talent Show for Toro Days on February 27, 2003. SSN 123-45-6789 Prize letter and program flyer attached.

Payment to T-Express for “go toro” t-shirts to be used at MLK Parade in the City of Carson on January 16, 2003. List of participants receiving t-shirts and program flyer attached.

Payment of Invoice 3456 to Viking Supplies for paper to be used for Toro Flash, two week program guide for CSUDH students. Spring Semester.

Payment of bus used for CSUDH Ski Trip on February 25, 2003, to Big Bear, CA. List of student participants and copy of liability waivers attached.