FINANCIAL

POLICIES AND PROCEDURES MANUAL

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS
ASSOCIATED STUDENTS, INCORPORATED

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FOREWORD

HISTORY

The Associated Students, Inc. (ASI), California was formed for the purpose of serving as a liaison between the administration, faculty, and students. The ASI acts to protect student's rights, to ensure that the students voice is heard, and that students are represented in every area, which directly affects them. The organization develops and maintains activities and services, which provide for student needs not met by university funding. These programs enhance student life, encourage student development, and help students continue their education.
SECTION I
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COORDINATION OF ASSOCIATED STUDENTS, INCORPORATED
AND THE UNIVERSITY

A. ASSOCIATED STUDENTS, INCORPORATED (ASI)

The Associated Students, Incorporated is one of four constituent groups of the University sharing
in governance and policy development on campus (Academic Senate, Advisory Board, Alumni
Association, and the ASI.) This position imparts a great deal of responsibility upon the elected
representatives and the Student Senate—responsibility that is both explicit and implicit, collective
and individual. The authority of the ASI is embodied in Title V of the State Administrative Code.
This authority includes funding programs and activities that have been delegated the
responsibility of the ASI.

For students involved in the ASI, there is also an individual responsibility. The exercise of
representative government should be a learning experience. Participation in ASI mandates
expression of opinion and exchanges of points of view. But this, too, includes a responsibility to
represent the viewpoints of the student constituency. Elected and appointed officers should
solicit opinions of other students and be careful not to confuse their own opinions with those they
represent; the two are not necessarily congruent.

Finally, the ASI is a permanent body. While personnel change, the Association continues.
Commitments made in the name of the ASI must be fulfilled. This responsibility is inherited by
each new Association administration. Therefore, commitments of this nature should only be
made after considerable forethought and investigation and in consultation with the ASI General
Manager.

B. ASSOCIATED STUDENTS, INCORPORATED FINANCIAL PROCEDURES MANUAL

I. PURPOSE

The purpose of this Manual is to provide fiscal procedures and management systems that
facilitate effective coordination of ASI activities with the University in accordance with
sound business practices and the applicable legal provisions. This Manual also provides
guidelines that permit an orderly transition from one group of officers to the succeeding
group.

2. TEMPORARY ADJUSTMENTS

The ASI President, in consultation with the ASI Vice Presidents, and the ASI Assistant
General Manager may make adjustments to the procedures in this Manual on a
temporary basis, subject to subsequent review by the ASI General Manager who will
ensure compliance with all applicable policies and regulations. The ASI General
Manager will maintain a distribution list of all persons in possession of this Manual and
will be advised of any changes and their effective dates. The ASI Senate or Emergency
Operations Committee must clear these temporary adjustments before they can take
effect. In addition, the ASI General Manager has the right to suspend purchasing policy
on a temporary basis to meet organizational needs.
3. REVIEW

The ASI President, in consultation with the ASI Vice Presidents, and the ASI General Manager shall review this Manual during the last two (2) months of each fiscal year. If review does not take place prior to June 30th, this manual remains in effect for another year.

C. AUTHORITIES AND RESPONSIBILITIES

1. THE UNIVERSITY PRESIDENT

The President of the University shall require auxiliary organizations (including the ASI) to operate in conformity with policy of the State of California, the Board of Trustees and the University. He/she shall review and have final approval rights on all budgets and programs, and may discontinue, suspend or defer programs or appropriations pending further review and/or appropriate adjustment. The Vice President for Student Affairs and the Chief Fiscal Officer or their designees may assist him/her in reviewing the ASI budget.

2. THE VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs, with the Chief Fiscal Officer, has been charged by the University President to review and comment on all matters pertaining to the ASI budget. It is, therefore, his/her responsibility to assure compliance with these procedures before he/she can recommend approval of any budgetary action.

3. THE CHIEF FISCAL OFFICER

The Chief Fiscal Officer of the University is custodian of all ASI accounts. He/she provides necessary accounting records and controls for such funds through their designated entity. He/she, or their designee, only in accordance with an approved annual budget and upon the submission of an appropriate claim schedule by the ASI General Manager, may expend these funds.

4. BOOKKEEPING

For an annual fee per contract, the University will provide accounting services for the ASI. The ASI will reimburse the State, as necessary, for such services according to State requirements.

5. ASSOCIATED STUDENTS, INCORPORATED PRESIDENT

The President shall have full administrative powers needed to implement the effective functioning of the Associated Students, Incorporated including the power to make appointments, as shall be necessary for carrying out the various activities and programs of the ASI; have the power to create ad hoc committees of task forces deemed necessary to the carrying out of his/her duties; have the power to appoint the Chief Justices and Associate Justices of the ASI Judiciary; have the power to dismiss or discharge any person appointed or approved by him or her, with the exception of the members of the Associated Students Judiciary.
6. ASSOCIATED STUDENTS, INCORPORATED VICE PRESIDENT, ACADEMIC AFFAIRS

In the absence of the President, the Vice President, Academic Affairs shall preside over the ASI Senate and have the authority to call meetings of the Senate. Shall be responsible for academic affairs of the ASI.

7. ASSOCIATED STUDENTS, INCORPORATED VICE PRESIDENT, OPERATIONS

Shall assume the duties of the President in the absence of the President and the Vice President of Academic Affairs. Shall be responsible for operational affairs of the ASI.

8. EXECUTIVE COMMITTEE OF THE ASSOCIATED STUDENTS, INCORPORATED

Collectively, the ASI President, the Vice President of Academic Affairs, Vice President of Operations and the University President's designee form the executive branch of the ASI. The ASI General Manager and Assistant General Manager serve in an ex officio capacity. They are responsible for implementing and administering policies established by the ASI Senate (the legislative branch), as well as overseeing the day-to-day functioning of student government.

9. ASSOCIATED STUDENTS, INCORPORATED SENATE

The Senate is the policy-making body of the ASI. In addition to its non-fiscal responsibilities, the Senate approves an ANNUAL budget. Members of the Senate may serve as a selection board on hiring, and as a review board on dismissal.

10. ASSOCIATED STUDENTS, INCORPORATED FINANCE COMMISSION

The Finance Commission is charged with the preparation of the ASI annual budget. The Commission is authorized to approve minor adjustments (i.e., items) of the final budget, and during the course of the fiscal year recommends revision of the budget to the University President via the Vice President for Student Affairs who will review and approve, in consultation with the Chief Fiscal Officer, in light of changing priorities and additional needs as determined by either the Senate or the funded entity (Intercollegiate Athletics, Child Development Center, etc.) The Finance Commission will provide clubs and organizations with information to assist in the preparation of all forms/paperwork corresponding to financial matters and budget preparation.

11. ASSOCIATED STUDENTS, INCORPORATED GENERAL MANAGER

The ASI General Manager is authorized to carry out the procedures stipulated in this Manual and all applicable legal provisions. Such practices include but are not limited to the following: monitoring spending, procurement, managing the office, keeping inventory and controlling property and approval of all claim schedules (requests for payment). The ASI General Manager will supervise office support staff and see that notices of the
Senate and Commission meetings are taken and distributed, and that copies are posted on appropriate ASI Boards. Minutes of the meetings shall be distributed as follows:

a. ASI Officers
b. Interested students
c. Vice President for Student Affairs
d. University Foundation
e. Student Newspaper
f. Audit File
g. ASI Business Office Files

It is not the role of the ASI General Manager to become involved with the political aspects of ASI Government. He/she is not a political appointment, and will not lend support to one party over another, or one individual over another. It is also his/her responsibility to help provide an orderly transition from one term of office to the succeeding term. Should a difference of opinion regarding policy or business procedures arise between the ASI General Manager and the ASI Executive Committee, the University President or their designee should intervene to help resolve these issues within the guidelines of the University Policies and Procedures. The Vice President for Student Affairs will consult with the ASI President, the ASI General Manager and the Chief Fiscal Officer to this end.

The ASI General Manager has been delegated authority and responsibility for monitoring cash flow to maximize interests from open ASI accounts. The ASI General Manager recommends investment opportunities to the Finance Commission, as they arise.
BUDGET

A. INITIAL BUDGET PROCESS

The following is a brief outline of the budgeting process.

1. A schedule is set up for the budget process, including deadlines for each step of the process.

2. Budget requests should be made on Finance Commission Budget Request Forms (ASI Form FC-1). Requests should conform to existing line item accounts. The Auxiliary Organizations Financial Manager should be consulted if a new line item account is considered for establishment. Budget requests should be as detailed as possible. Supply requests should specify the types of supplies; i.e., office, publications, etc. In addition, requests should be in line with the ASI Budget Funding Criteria as set by the ASI Finance Commission. Travel requests should indicate destination, length of stay, means of transportation, justification, etc. Requests should be both realistic and comprehensive.

3. The submission process requires that the entities listed below submit budget requests to the commission.
   a. Chartered organizations/clubs make budget requests to the Finance Commission.
   b. Special interest student groups should make budget requests to the Finance Commission.
   c. The ICA budget request must first be approved by the Athletic Governing Board before submission.

4. Budget requests may be presented to the Finance Commission by the following:
   a. ASI President (Executive Budget).
   b. Recognized representatives of institutionally based programs.
   c. Representatives of special interest groups (if applicable).

5. The Chair of the Finance Commission implements the budget call in mid-January. The Finance Commission begins the review process in mid-February. The Commissioners and representatives listed in Item 4, or their designees are invited to attend Finance Commission meetings, when summoned, to answer questions and present justifications for their budget requests. The Finance Commission is responsible for notifying requesting entities of all phases of the budget decision process. The Finance Commission shall also announce their scheduled meetings and request the schedule be printed in the campus newspaper or other viable publication.
6. After all budgets have been reviewed; the Finance Commission prepares a budget to equal the estimated annual income figure including activity fee income projected by the University Business Office.

7. The recommended budget, within the projected income, is presented by the incumbent Finance Commission to the incumbent Senate.

8. For two weeks prior to its being considered by the incumbent Senate, the recommended budget shall be posted by the ASI General Manager on campus bulletin boards in the following locations:
   a. The ASI Business Office
   b. The Student Union
   c. The Small College Area
   d. Every floor of each classroom facility
   e. The Library

9. The Senate is to consider the recommendation of the Finance Commission. The Senate then determines whether the recommended budget reflects funding priorities. If adjustments are necessary, the budgets are referred back to the Finance Commission with recommendations as to which budgets should receive additional funding, less funding, or no funding. Finance Commission's continual involvement with the budget makes it the appropriate vehicle to detail and justify these adjustments. The Finance Commission reviews the budget in order to implement the priorities determined by the Senate. The adjusted recommended budget is resubmitted to the Senate for approval.

10. The Finance Commission will be responsible for providing notification with reasons for non-approval to persons or groups affected by non-approval of budget sections.

11. The completed budget must be submitted to the Vice President for Student Affairs and the Chief Fiscal Officer by the third week in April.

12. The Vice President for Student Affairs and the Chief Fiscal Officer, after consultation on the budget, will make their recommendations to the University President.

13. A representative of the University President shall serve as liaison to the students involved in the budget preparation to facilitate the final review process. The representative should be sufficiently involved in the budget preparation so as to be aware of the items funded or not funded in the budget, along with reasons for their funding or absence of funding (Executive Order 369).
14. The University President, in order to maintain program continuity or to comply with applicable law, published Trustee or campus policy, may identify items not included for funding which have been funded in a previous budget or items which have been reduced substantially. Such items may include those for which either legal obligations exist, or where required by applicable law or published Trustee or campus policy. The concept of phasing programs in or out will be part of the discussion in order to allow opportunities to seek, maintain, or reduce funding, as the case may be. If the University President identifies items in the budget that he/she questions, the following actions may be taken:

a. The initial action is one of discussion between the University President and the officers of the ASI to determine whether a mutually acceptable resolution could be achieved.

b. If a resolution cannot be reached, the President shall refer the issue to the Budget Review Board for a hearing (see Section II, Pg. 4, Item 17). The Review Board has ten (10) working days to prepare its recommendation.

c. The Review Board, after considering the issue, shall recommend in writing, specific action to the President.

d. If the President disagrees with the action of the Review Board, written reasons for such action shall be provided to the appropriate representative(s) of the ASI within ten (10) working days following receipt of the Review Board recommendation (Executive Order 369).

15. Approval with exception of vetoed items:

a. The University President may veto specific items or language in the budget for cause and shall provide written justification to the appropriate representative of the student body organization. If the budget item or language is in conflict with applicable law, published Trustee or campus policy, or a legal obligation, the University President shall veto the item. The veto of a particular item shall not preclude implementation of other budget items.

b. The University President shall approve the budget with exceptions indicated and return the budget with written rationale for items vetoed.

c. The student body organization may accept the University President's action(s) and, if so, shall in writing, notify the President.

d. The student body organization may disagree with any or all of the items vetoed and shall, in writing, notify the University President of the reasons for the disagreement.

(1) In the case of a disagreement, the University President shall convene the Review Board to examine the facts presented. The Review Board shall recommend a resolution to the President.

(2) If legal questions are involved, advice of counsel should be sought.

(3) If the President disagrees with the action of the Review Board, written reasons for such action shall be provided to the appropriate representative of the student body organization.
16. Interim Budget Procedures:
   a. If a mutually acceptable resolution is not achieved by the actions above and the budget is at an impasse, the authorizations contained in the previous budget shall be used until the new budget is approved.
   b. When the issue cannot be resolved on campus, either party may initiate civil action for resolution.

17. Budget Review Board:
The Vice President for Student Affairs will establish a review board, which shall be convened annually in advance of budget preparation to become familiar with the Budget guidelines. Membership shall consist of the following or their representatives:
   a. The ASI President
   b. The ASI Vice President, Academic Affairs
   c. The ASI Vice President, Operations
   d. The Vice President for Student Affairs or his/her Designee
   e. The Academic Senate Representative
   f. The ASI General Manager
   g. The Chief Fiscal Officer of the campus or his/her designee
   h. The Chair of the ASI Finance Commission.

18. The final approved annual budget shall be published in the school newspaper or a recognized campus publication, and posted on campus by the ASI General Manager at the locations stated in Section 8. During the first week after approval, and again during the first week of the Fall Semester, copies should also be available at the ASI Business Office to students upon request. He/she will also distribute copies of the final approved budget and any subsequently approved revisions to:
   a. The President of the University
   b. The Vice President for Student Affairs
   c. The Chief Fiscal Officer
   d. The University Financial Manager
   e. The University Account Clerk for the ASI

The ASI President and ASI General Manager will see that additional copies or appropriate sections are distributed to those affected or funded by the budget.
B. BUDGET ADJUSTMENTS PROCESS

1. Persons directing programs or activities funded by the ASI must present budget adjustment requests to the ASI Assistant to the General Manager. These adjustments may pertain to the transfer of funds between line items within their budgets or additions to the total amount of their budgets.

2. Upon receipt of budget adjustment requests, the ASI Assistant to the General Manager may make adjustments within a program or activity budget, without the approval of the Senate, but subject to confirmation by the ASI General Manager.

3. The Finance Commission will make recommendations to the Senate on additions of supplemental funds to a particular program or activity budget. Recommendations, including the creation of new line items or funding unfunded line items, must include the source of the additional funding regardless of the dollar amount.

4. After approval by the Senate or the Emergency Operations Committee, minor increases or decreases in budget program amounts outlined in paragraph three (3), will be subject to approval by the University President via the Vice President for Student Affairs and the Chief Fiscal Officer. All Major budget adjustments must have final approval by the University President as outlined in a.12.

C. LINE ITEM CONTROL

Before Materials and Services and Salary Check Requests (ASI Forms 2 and 6) are forwarded to the University or Foundation, the Associated Students General Manager will check to insure that the funds are being drawn on the proper line item within a budget, that such expenditures have been approved by the necessary officers, and that check requests are accompanied by the necessary documents authorizing such expenditures, i.e., minutes of meetings and invoices, receipts, contracts, etc. The Auxiliary Organizations Manager will be responsible for obtaining all documentation necessary for placing the check request in line for payment.
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FISCAL AFFAIRS

A. FISCAL RESPONSIBILITIES: ASSOCIATED STUDENTS, INCORPORATED BUSINESS OFFICE

1. In order that sound business practices are maintained, this subsection of the Manual will address the procedures necessary to:
   a. Maintain a sound fiscal responsibility over the ASI budget; and
   b. Establish a sound business procedure that will insure timely payment of all ASI financial obligations.

2. The two functions must not be confused. The ASI Constitution provides for a governing board to oversee the entire fiscal responsibility for its constituency. The ASI General Manager is responsible for the ASI financial business. He/she should assure that an accurate set of records are kept; should supervise the disbursing operation in the business office; and finally, should assure the ASI that regular financial reports will be available.

3. The following operations of the ASI Business Office are assigned to the ASI General Manager:
   a. Manage the ASI Business Office, i.e., handling the day-to-day management problems.
   b. Review and monitor the ledger of accounts and the monthly budget status reports for the entire ASI budget.
   c. Establish and maintain an inventory control system.
   d. Supervise an effective system for the purchase of materials, supplies and equipment.
   e. Assume the responsibility of line item control as outlined in the budget process.
   f. Submit periodic financial reports as requested by the ASI President.
   g. Act as the contact person for legal counsel, should the need arise.
   h. Provide the Senate with information that it may need to carry out its policy-making function.
   i. The ASI General Manager shall affix his/her signature to all the necessary documents before the said forms are forwarded to the University.
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REVIEWS AND AUDITS

A. RECORDKEEPING

The University shall maintain adequate records and shall prepare such periodic reports showing its operations and financial status as may be required by the Board of Trustees.

B. INSTITUTIONAL REVIEW

The President of the University shall appoint a review committee chaired by an appropriate fiscal officer of the University to inspect and review all procedures and practices to determine compliance with policies, rules and regulations of the Board of Trustees and the University, and make his/her recommendations to the President of the University and the ASI Senate regarding the procedures and practices used by the ASI. There shall be at least one student representative on this commission. The decisions on procedures and practices shall be made by the University President after recommendations from the fiscal officer and review by the ASI Senate. This review shall be conducted when the President shall deem it necessary. Reports and statements shall cover all activities of the organization.

C. ACCESS TO RECORDS

All records of the ASI shall be open to the Department of Finance for audits prescribed by Education Code Section 24054 and to the Board of Trustees and the Department of Finance for determining compliance with these regulations and with any agreement between the Associated Student Body and the ASI Senate.

D. ANNUAL AUDIT

The ASI shall have an annual audit performed by a certified public accountant in accordance with procedures prescribed by the Department of Finance and the Board of Trustees. Copies of the annual audit report and accompanying management letter shall be furnished to the Chancellor’s Office by September 30, the President of the University, the Vice President of Student Affairs, the Chief Fiscal Officer, the ASI Officers, and forwarded to the Department of Finance.

E. PUBLIC ACCESS TO AUDIT

The audit shall be made available to any member of the ASI upon request. A notice must be published in the student newspaper or other recognized campus publication during the Fall Semester, informing students that copies are available for their review in the ASI Business Office, the office of the Vice President for Student Affairs, and in the Library.
ASSETS

A. ACQUISITIONS OF ASSETS
   1. The ASI acquires its physical assets from:
      a. Purchases of materials and equipment made by previous administrations;
      b. The purchase of new materials and equipment;
      c. Contributions made by on-and-off-campus units or organizations.

B. ASSET CONTROL
   1. A survey board, consisting of three (3) members, including the ASI General Manager, an
elected officer selected by the ASI President and one (1) student-at-large, will be
responsible for taking all inventories that are to be conducted for the ASI and for any
special investigation that may be mandated by the Senate for missing property of the
ASI.

   2. An inventory of all capital equipment and furniture must be conducted yearly in the 4th
quarter. Copies of the complete inventory must be maintained in the ASI Business
Office. All inventories must also note the location of all assets. The inventory form must
provide for number, unit count, description, date or estimated date acquired, dollar value
or estimated value, serial and/or I.D. number, model and type where appropriate. All new
purchases of physical assets should be added to this inventory and must include an
itemized list of all assets, losses and additions during the current year. All equipment and
furniture belonging to the ASI must be tagged and numbered. The ASI General Manager
should maintain an inventory book indicating each item by number and location. When
the annual inventory is made, the ASI General Manager will verify the inventory against
the inventory book for accuracy and completeness and reconcile capital expenditure
items against the ledger.

   3. The ASI General Manager will maintain a current inventory list of all equipment that is
ASI property.
REVENUE

A. GENERAL

1. The ASI is financed by:
   a. Revenues obtained from activity fees charged to students each semester, and
   b. Program activities sponsored by the ASI.

2. All funds received by the ASI General Manager or ASI Assistant to the General Manager must be deposited with the University.
   a. Student Activity Fees
      These fees are presently deposited in the University General Fund, Reserve Fund, or Fund for Uncleared Collections, and held pending the following dispositions:
      (1) Claims for refund of Student Activity Fees;
      (2) Release to a checking account for the ASI; or
      (3) Funds in excess of immediate operating needs may be deposited in a savings account or other ASI approved investment option.
   b. Interest Earned
      The bank or investment institution automatically credits interest, and after reconciliation, funds are allocated to the ASI General Fund.
   c. Intercollegiate Sports Revenue (ICA)
      ICA Sports Revenue is deposited through the ASI Assistant to the General Manager and becomes part of the ICA budget.
   d. Program Activities (Admission Charges)
      The sponsoring entity is responsible for the following procedures:
      (a) All tickets will be consecutively numbered.
      (b) All ticket income must be balanced against tickets sold and a reconciliation report presented to the ASI Assistant to the General Manager.
   e. Child Development Center (CDC)
      CDC Revenue is deposited through the ASI Assistant to the General Manager and becomes part of the CDC Budget.
f. **Other Income Generated** (Example: Club Fund-Raising Activities)

Must be deposited to the ASI Assistant to the General Manager within 72 hours (3 working days) and becomes part of the entities' income support account.

* All campus clubs/organizations must bank through the ASI with the exception of Fraternities and Sororities.

3. All funds generated by an entity will be delivered to the ASI Assistant to the General Manager for transmittal to the University for receipting.

B. ASSOCIATED STUDENTS, INC. ACCOUNTS

1. The ASI Accounts are held in trust by the University where mandatory student fees are deposited. This was approved by the University President.

C. CLUB ACCOUNTS

If a club chartered through the ASI raises revenue it must apply to the ASI Assistant to the General Manager to establish a bookkeeping account to receive or disburse funds. The revenue deposited by a club is identified as club income and an account number assigned. The designated representative of the club or organization will prepare deposit and/or check request forms, and submit them to the ASI Assistant to the General Manager. He/she will make appropriate entries into the accounts and forward these forms to the University Foundation for deposit or disbursement from the applicable ASI account.
PURCHASING AND ACCOUNTING FOR EXPENDITURES

To ensure a cash balance to meet summer operational costs and programs, no procurement documents will be honored after May 15 except for those items in approved budgets that exist as of that date have the appropriate funding.

A. PURCHASING

1. Purchasing is an important and sensitive function in business management for the ASI. It is essential that the best prices are obtained in order to spend funds wisely and economically. At the same time, prices must be equated against the level of product quality that will effectively perform the function for which the purchase is made. Care must be taken by the ultimate user to prepare complete descriptions and specifications in order that the correct product is purchased. Whenever possible, depending on the volume of purchase, prices should be obtained from wholesalers and/or distributors rather than retailers. The award of orders must be objective and therefore, based on price, the level of services, and the required quality of the product. Geographical convenience (unless it affects the shipping costs) and personal preference must always be a secondary consideration to the criteria stated above.

2. An individual wishing to make a purchase using ASI funds has the responsibility for obtaining quotations, preparing requisition orders, ensuring that delivery is made, and properly encumbering the purchase orders against the expenditure accounts.

3. The ASI General Manager will employ one of two (2) procedures in the purchasing operation:

   a. Purchases up to $2500.00

      The ASI General Manager will ensure that all expenditures are within the guidelines of the Associated Students, Inc. and are in support of the Associated Students, Inc. and its programs as a component of the educational mission of CSUDH. This responsibility includes expenditures for supplies, equipment, services, stipends, awards, scholarships, and any other type of payment to businesses or individuals.

      All Associated Students, Inc. expenditures require prior approval by the ASI General Manager. Accordingly, it is the fiduciary responsibility of the ASI to maintain documentation for expenditures consistent with good business practice and remain in compliance with applicable documentation standards required by Federal, State and Local governments. Original receipts are required for expenditures unless unavailable under extreme circumstances, in which case copies or written explanations may be accepted. If the documentation provided is not adequate, the expenditure may be disallowed. All expenditures must be in compliance with Associated Students, Inc. policy, unless the Associated Students, Inc. General Manager grants an exception under extreme circumstances.

      Material will then be purchased via a purchase order, prepared check, or use of the Associated Students, Inc. Corporate Credit card. In certain instances, an advance check may be required and should be considered on a case-by-case basis. This should never become the norm.
The material will be delivered to the ASI Business Office or to the originating entity where the receiving copy of the packing slip will be signed, verifying receipt, and forwarded to the ASI Assistant to the General Manager. If the bulk or weight of the materials makes delivery to the ASI Business Office impractical, the ASI General Manager or designee may make other arrangements. The invoice is then forwarded for payment.

b. **Purchases above $2500.00**

The procedures outlined under paragraph a. will be followed with the exception that all price quotations MUST BE OBTAINED IN WRITING, either by fax, internet or mail.

4. Purchase Orders will be pre-printed with serialized numbers and a log and void file will be maintained. The minimum copies and distribution will be as follows:

Original - Vendor
1st Copy - Requestor
2nd Copy - ASI Business Office for filing
3rd Copy - University when invoice comes in and check request prepared
4th Copy - ASI Business Office file

5. Purchase orders are not to be issued until after the procurement commitment is made except in extreme emergencies as determined by the ASI General Manager. This means that confirmation purchase orders will not be issued on presentation of receipted copy of the vendor invoice on/or after materials are delivered.

6. When a purchase transaction is completed, the ASI Assistant to the General Manager, in addition to his/her encumbrance and expenditure accounting requirements, will package the vendor's invoice, a copy of the purchase order and/or requisition, and a materials and service check request. These will be forwarded to the University for issuance of a check. Prompt payment of invoices is essential for the ASI to enjoy a good reputation with vendors and maintain a good line of credit.

7. The ASI Assistant to the General Manager on any transaction will obtain two copies of the invoice, the original for the payment package to the University and the copy for his/her records.

8. Indemnity Bonds/Crime Insurance shall be obtained for all officers and employees handling funds of the ASI.

9. Bank deposits are prepared by the University. Funds are deposited into the checking account as operating capital as required, otherwise into investment accounts when determined advisable by the ASI General Manager.
B. PROCUREMENT AND PAYMENT PROCEDURES FOR PERSONAL SERVICES

1. When payment is required by a contractor at the completion of the service, a check request will be prepared and accompanied by a Services Invoice completed, including the performer's or agent's signature. The check will be delivered to the ASI representative who has been approved by the ASI. The original Services Invoice and Check Request will be delivered to the University, and duplicates to the ASI Business Office.

2. When a speaker or entertainment group is booked to appear on campus, a contract shall be submitted to the ASI General Manager and is not considered approved until reviewed by the ASI General Manager. The Artist/Performer contracts and other supporting forms are available in the ASI Business Office.

3. **Job Rate Payment**
   
a. In some instances, the ASI may wish to make reimbursement on the basis of the completed job. This would be applicable for casual employment used to accomplish one, specific, short-term task, or when the employee would in effect control the amount of time necessary to complete one, specific, short-term task. Examples of this type of job would be: painting posters for a special event, serving as student technician for a specific event, election work, etc.

   b. Tasks of this nature will be classified as Short-Term Positions, and the necessary ASI paperwork will be processed.

C. TRAVEL

See attachment for new travel policy.
D. STIPENDS, PAYROLLS AND FINANCIAL AID

1. Stipends are usually made available by the Senate for the elected ASI Officers. These are, in effect, scholarships to ensure time being available to the ASI by the officers to carry out Association business. Stipends are not compensation and should be handled as operating expense items of the Administrative Budget.

2. Payrolls are the means of paying individuals as a condition of employment. Payments will be scheduled using the Salary Check Request Form (ASI Form 6) for each person supported by a Salary/Stipend Authorization Form (ASI Form 9).

3. Before any payroll payments to an individual will be made, a Form W4 (W4-E), a Salary Stipend (ASI Form 9), and Employment Eligibility Verification (Form I-9) must be on file with the Foundation Office. An employee who had no tax liability the previous year and anticipates none in the current year may complete an exemption certificate on Form W4 claiming exemption from withholding.

4. A Form W2 will be issued by the Foundation to each employee by the 31st day of January each year showing the wages paid and deduction made for income tax withholding. This will be mailed to the last known address of the employee.

5. The use of ASI funds for loans, grants-in-aid, stipends or other financial aids must be in accordance with provisions of the California Education Code, Article 2, Section 23803 and the California Administrative Code, Title 5, Article 4, Section 42660.

   a. In accordance with the above mandate, an ASI Form 9 will be used to approve allocated funds for stipends, grants-in-aid and other financial aid as quoted in the above paragraph.

   b. The form(s) will be submitted to the Financial Aid Office by the ASI General Manager. Upon review and approval, the Director of Financial Aid will forward the form(s) to the University Foundation Office.

   c. If disapproved, the ASI will be advised within ten (10) working days as to why the application was denied and the student will also be advised and given a detailed explanation for the denial.

E. UTILITIES

1. Recurring expenses such as utilities, will be checked monthly by the ASI General Manager to verify the correctness of charges. The ASI Assistant to the General Manager will maintain a ledger of bills paid. Previous balances, meter readings, etc., can then be checked on a continuing basis.
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2. The ASI General Manager will establish guidelines for the use of the telephone to insure that the phones are used for ASI business only, and to keep phone bills at a minimum. Such guidelines shall include provisions for the following:

a. No "charge" calls will be accepted by the ASI Business Office. That is, personnel may not place calls from off-campus phones and charge these to the ASI.

b. Long distance calls shall be reviewed monthly to insure that such calls are ASI business related.

c. Monthly bills will be checked by the ASI Assistant to the General Manager to insure that only authorized calls have been included.

d. Periodic review of need for each telephone installation and termination of any not needed.

F. CHARGES

The ASI will be charged by the University for their use of University facilities (duplicating) and services (telephones, utilities, etc.), if applicable, and based on an established rate schedule.