

Associated Students, Incorporated

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

| | | | |
|--|--|--|------|
| | | | 2012 |
|--|--|--|------|

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

TABLE OF CONTENTS

| | |
|---|---|
| SECTION 1. THE ASSOCIATED STUDENTS, INC. BUSINESS OFFICE..... | 1 |
| Code of Business Conduct..... | 1 |
| SECTION 2. STUDENT ORGANIZATION PROGRAM GRANTS..... | 2 |
| Eligible Organizations..... | 2 |
| Viewpoint Neutrality..... | 2 |
| Funding Criteria | 2 |
| Examples of Qualifying Programs | 3 |
| Funding Process..... | 3 |
| Grant Evaluation Criteria..... | 3 |
| Significance | 4 |
| Clarity..... | 4 |
| Originality..... | 4 |
| Relevance..... | 4 |
| Efficiency..... | 4 |
| External Funding Requirement..... | 5 |
| Event Requirements..... | 5 |
| Accessibility..... | 5 |
| Location | 5 |
| Licensing | 5 |
| Nondiscrimination | 5 |
| Non-Harassment..... | 6 |
| Funding Terms and Conditions..... | 6 |
| Signature Authorization Card | 6 |
| Acknowledgment of ASI..... | 6 |

| | |
|---|------------|
| Raising Money for Your Organization..... | 11. |
| Sales Activities | 11 |
| Ticket Sales | 11 |
| Contributions/Donations..... | 12 |
| Depositing Money to an Agency Account..... | 12 |
| Generated Revenue | 12 |
| Contributions/Donations..... | 12 |
| Approved Uses of Agency Account Money..... | 13 |
| Generated Revenues | 13 |
| Contributions/Donations..... | 13 |
| Prohibited Use of Agency Funds..... | 13. |
| Overexpenditure of Agency Accounts..... | 13. |
| SECTION 4. STUDENT TRAVEL FUND..... | 13 |
| Eligibility..... | 13.. |
| Qualifying Projects..... | 5..... |
| Prohibit | |

SECTION 1. THE ASSOCIATED STUDENTS, INC. BUSINESS OFFICE

The Associated Students, Inc. Business Office located in Room 229

- 7) Representatives who certify the correctness of a bill or voucher should know that the purchase and amount are proper and correct. Obtaining or creating "false" invoices, receipts, or other misleading documentation is strictly prohibited and will be prosecuted to the furthest extent allowed by law.

Violators of this code will be referred to the ASI Judiciary, the Office of Judicial Affairs, University Police, as appropriate. Individual

- x The student organization must present a detailed plan about the activities for which it is seeking support
- x The student organization's activity must not replicate other campus programs
- x The student organization's activity must be open to all students and contribute to student life
- x The student organization's proposal must be fiscally responsible with external funding from the organization's headquarters or from fundraising
- x The student organization must attend its hearing

EXAMPLES OF QUALIFYING PROGRAMS

Events and activities that seek to accomplish the following objectives have been deemed to contribute to ASI's mission and are

SIGNIFICANCE

A proposed event should provide a meaningful benefit by virtue of the number of students served, the degree of improvement to the quality of student life, or the historical/traditional importance of the event. Indications of significance include:

f The likely audience is significant by virtue of its size or its unique needs

f

f The revenue estimates are mathematically accurate and realistic and maximum allowable subsidy limits were observed

f The event will be financially co-sponsored by other campus organizations or agencies

EXTERNAL FUNDING REQUIREMENT

The ASI Treasurer will provide the Office of Student Life and Development with a listing of all unexpended grants no later than the 15th of the month in which the grants are set to expire. Any budget allocations not moved or expended by these deadlines shall revert to ASI's Current Year Unallocated Fund for redistribution to other organizations.

AMENDING TERMS AND CONDITIONS

POST-EVENT ASSESSMENT REPORT

For programs receiving grant funding in the amount of \$1000 or more, the program planner(s) and/or the authorized Student Representative of the organization shall complete the Post-Event Assessment Report. The report must be signed by your organization's Student Life and Development advisor.

ALTERNATIVE METHODS

For progr

- 2) **Copyright Infringement** You cannot use your ASI grant to pay for the reproduction of any printed material that would constitute copyright infringement.
- 3) **Office Maintenance**

If your organization does not currently have an Agency Account, but wishes to open one, you may do so by completing the Application and Agreement for Agency Accounting Services and the Agency Account Signature Authorization Card.

If your organization sponsors a fund-raising activity without the aid of ASI funding, then the money generated must be deposited in your agency account in accordance with the CSU system-wide policy. The deposit must take place within two days following the activity at which revenues were collected.

After being deposited, revenues shall be available for expenditure by the organization in a manner consistent with the organization creating the account and with ASI's Policy on Agency Accounts.

SIGNATURE AUTHORITY

All ASI agency accounts must have a minimum of one organization representative and one advisor authorized to sign on each account. There shall be a maximum of two organization representatives authorized on each account.

All student signatories on student organization accounts must be concurrently enrolled in classes at CSULB and a registered officer listed on the group's Organization Registration Card issued through the Office of Student Life and Development. The organization's Student Life and Development advisor shall serve as the approving signatory on the account.

In order to become an authorized signatory, a student must attend the Student Organization Fiscal Workshop or undergo equivalent fiscal training as determined by the ASI Treasurer.

RAISING MONEY FOR YOUR ORGANIZATION

There are a variety of ways in which an organization may raise money to support its activities. Typical fund raising events include bake sales, ticket sales to events, and solicitation of contributions or donations. The possibilities for fund-raising are virtually endless. However, in order to sponsor a fund raising event your organization must follow guidelines established by ASI and by the University.

SALES ACTIVITIES

All sales activities, including bake sales, T-shirt sales, and raffles must be conducted under the supervision of your Student Life and Development Advisor. He/She will inform you of the policies and procedures you must follow in order to hold such an event.

TICKET SALES

Every time admission is charged to an event sponsored in part or in whole by the use of ASI Fees, all revenues must be accounted for by the use of tickets. All ticket sales will be conducted under the supervision of A.S. Business Office. You must contact the Business Office at least 15 working days before the date upon which the tickets are to be sold.

Tickets may be either roll tickets or custom-designed tickets. Roll tickets may be obtained from the A.S. Business Office and are usually used for "at the door" ticket sales. Organizations that need to design tickets specifically for an event must include the ASI logo in the ticket design.

Organizations may arrange to have their tickets sold at the University Student Union Information Center by completing and submitting a Request to Sell Tickets no later than 15 days before the event. The Information Center will sell tickets only for 10 days before an event and only on a cash basis. Any advertising for an event that states availability of tickets at the Information Center must be approved by the USU before being published.

Tickets that are to be sold at the USU Information Center must be delivered directly to the ASI Business Services Coordinator along

CONTRIBUTIONS/DONATIONS

Contributions (cash, checks or gifts-in-kind) are differentiated from other types of revenue primarily because they represent a donation to your organization for which the donor could qualify for a tax deduction. The solicitation and acceptance of any contribution of \$1000 or more must be coordinated with a staff member from the Division of University Relations and Development. Because many area businesses have a longstanding relationship with CSULB and already make significant contributions to the University, we discourage student organizations from approaching area businesses for donations unless they have spoken with a development staff member first. The development staff member will provide approp

APPROVED USES OF AGENCY ACCOUNT MONEY

GENERATED REVENUES

The Business Office will treat all revenue for which restrictions have not been indicated as agency funds. By this definition, such funds are not under the budgetary and programmatic control of the ASI and may be used for purposes otherwise prohibited by ASI policy, provided they are not otherwise prohibited by university or system-wide policy. However, ASI prohibits the use of these funds for the purchase of alcoholic beverages. In those cases where adequate supervision of activities by university personnel is not evident, the Business Office reserves the right to refuse the withdrawal of funds.

In accordance with CSU system-wide policy, all revenues generated independently of ASI support by student organizations must be deposited and administered

QUALIFYING PROJECTS

CONFERENCE PRESENTATIONS

Student Travel Funds may be awarded to students who will be taking an active role in the conference or convention they propose to attend. "Taking an active role" is defined as delivering an academic presentation. In order to qualify for Student Travel Funds, the conference or convention at which the student is to present must feature the following:

- f* A "call for papers" or other invitation for submissions issued by the conference organizer(s)
- f* A screening process through which submissions are competitively judged and selected for presentation
- f* A letter of acceptance, invitation, or other documentation which confirms that the student's attendance has been requested at the conference or convention

All presentations made possible through award of the Student Travel Fund should represent significant contributions to the student's educational experience. Funds cannot be awarded to any project completed as part of a course requirement

LIMITATION AND USE OF FUNDS FOR CONFERENCE PRESENTATIONS

Student Travel Funds awarded for Conference Presentations shall be restricted to payment of conference fees and transportation costs to and from the event site. They may not be used for other purposes, such as lodging, meals, parking, or other related expenses. The fund does not cover initial transportation to the airport or daily ground transportation while at the event site. Exceptions to the policy are at the discretion of the Board of Control. The maximum amount available per student shall be as follows:

- x Continental U.S. - \$400
- x Alaska, Hawaii and International Travel – \$500

In the event of multiple authors, the maximum amount available shall not exceed \$1000 per group. Students who travel in a group are encouraged to use the same modes of transportation to minimize costs.

CONFERENCE ATTENDANCE

Student Travel Funds may be awarded to student who will be attending but not presenting at leadership conferences, professional development conferences, academic decathlons, academic competitions or conventions, and national organization conventions.

Student Travel Funds awarded for Conference Attendance shall be restricted to payment of conference fees only. They may not be used for transportation, lodging, meals, parking, or other related expenses. Exceptions to the policy are at the discretion of the Board of Control. The maximum amount available per student shall be \$50. In the event of multiple attendees at a single conference, the maximum amount available shall not exceed \$500 per group of attendees.

APPLICATION

A Student Travel Fund Application must be filled out completely and submitted to the ASI Treasurer's Office (USU-311) **no less than three (3) weeks** before the proposed date of departure. The form must be co-signed by a CSULB faculty member who supports the student's participation in the conference.

When the invoice with your signature is received, the Business Office will issue a check, charging your account. The check will then be mailed to the company, and the transaction will be concluded.

CONTRACTING PROCEDURES

The Contracting procedure is used to obtain personal services from firms or individuals acting as independent contractors, most often guest speakers or performing artists. When a service contract is completed, signed by the independent contractor, and approved by a university official, it becomes a legally binding document. This document states that your organization will pay the independent contractor a specified amount of money once he/she has performed specified services. You **MUST** use the Contracting procedure any time you wish to pay someone for providing services to you as an independent contractor. You **MAY NOT** pay the

x You request reimbursement only to the individual who made the original purchase; and

x

- 1) Attach your original receipts to the form and all other necessary documentation, for example copies of printed materials for which reimbursement is being requested. The ASI Business Office cannot issue reimbursements without receipts.
- 2) Have the Revolving Fund Expense Report signed by your Student Life and Development Advisor.
- 3) Submit the Revolving Fund Expense Report to the Business Office Service Counter. It will be checked for accuracy and appropriateness. Provided all information is correct and there are funds available in your account, cash reimbursement will be issued over the counter.

Ability to honor approved Revolving Fund Expense Reports is limited to cash on hand in the Business Office. c 0.012 TJ0, ill a 72 643nds l0dte3.

SUPPLEMENTAL INFORMATION

EXCEPTIONS TO POLICY

The policies and procedures as elaborated in this manual are based on State Department of Finance and Internal Revenue Service regulations. There should never be any reason for your organization not to observe these guidelines. Nonetheless, we all know that for every rule there is sometimes an exception.

Whenever your organization requires an exception to ASI policy or procedure, you will have to submit a Request for Exception to Fiscal Policy form. This form requires that you indicate the exception(s) requested and provide a justification for granting the exception. The form must be initialed by a Business Office staff member, approved by the ASI Treasurer, and attached to whatever forms you are submitting to the Business Office.

Consistent abuse of exceptions to policy will be referred to the ASI Treasurer who will a) require you to undergo re-training; b) refer you to your Student Life and Development Advisor; or c) in extreme cases, revoke your ASI funding.

CHARGES FOR EXTRAORDINARY SERVICES

Certain exceptions to policy, when granted have the effect of incurring additional costs on behalf of the ASI Business Office. In such cases, the Business Office is authorized to recover this additional cost from the offending organization. Accordingly, the following fees are automatically debited from your account whenever the service indicated is provided:

| | |
|--------------------------------|---------|
| Issue Stop Payment on Check | \$20.00 |
| Void a Staledated Check | \$15.00 |
| Reissue a Lost or Stale Check | \$20.00 |
| NSF Check Deposited to Account | \$25.00 |
| Rush Purchase Order | \$20.00 |
| Rush Check | \$20.00 |

e2.651()Tj3(t)3(ia6(c)0.06TJ0 Tc L.06TRi(i)G s(w0 Td(b l(h)-1pt)3(it--8(e:001 Tc 0.001 Tw8.2650 Tc 0 Tw 2.4120.506 0 Td(2)T)1(h)Link9(e a)-7(k

FORMS

You can access the forms mention on this manual via the two following websites:

http://www.csulb.edu/divisions/students/asi/administration/asi_forms.html

...or by logging into BeachSync under ASI Government forms.

DOCUMENTATION REQUIREMENTS FOR PURCHASES AND REIMBURSEMENTS

The following list provides you with various documentation requirements for various purchasing and reimbursement transactions.

Please review this list carefully before placing an order or making a purchase to ensure7 Tw74(e)-12(fu)-9(l)-4(l ref31.56 61ET5pTd5f577.44 6

| Commodity or Service Purchased (listed alphabetically) | Description | Required for Payment to Vendor/Contractor | Required for Reimbursement |
|---|-------------------------------|---|----------------------------|
| Printed Materials | Flyers, posters and handbills | 9 Packing slip signed by student | |