



**ASSOCIATED STUDENTS, INCORPORATED**  
**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Approved: 11/15/01  
 Approved: 05/15/08  
 Revised: 01/2009

**ADMINISTRATIVE MANUAL**

**Finance Policies & Procedures**

**Policy 200**

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**ADMINISTRATIVE MANUAL**

**FINANCE COMMITTEE  
CODE OF PROCEDURES**

Approved: January 1967  
Amended: December 1971  
Amended: April 1972  
Amended: June 1977  
Amended: April 1980  
Amended: March 1982  
Amended: April 1982  
Amended: October 1982  
Amended: April 1973  
Amended: November 1988  
Amended: March 1998  
Recodified: May 1999  
Amended: April 2001  
Amended: October 2007  
Amended: January 2009

**Policy 201**

**ARTICLE I**

**AUTHORITY AND FUNCTION**

These codes shall act as the governing procedures for the Finance Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Finance Committee to:

- 1.0 Prepare a balanced A.S.I. Annual Budget for approval by both the Board of Directors (B.O.D.) and the University President no less than sixty (60) days prior to the end of the fiscal year
- 1.0 Recommend to the B.O.D., for their approval, policy regarding the fiscal integrity of the A.S.I. for its inclusion into the ASI Administrative Manual.
- 1.0 Act as the first step in a multi-level approval process in requests for appropriation of A.S.I. funds in accordance with these Codes, the A.S.I. Administrative Manual, and the A.S.I. Bylaws.

**ARTICLE II**

**MEMBERSHIP AND DUTIES**

Section 1 – Membership

The Finance Committee shall be composed of eleven (11) voting members and four (4) non-voting members.

- A. A.S.I. Vice President for Finance
- B. A.S.I. Vice-Finance Chair, recommended by the A.S.I. Vice President for Finance, to the A.S.I. President with the consent of the B.O.D. (recording secretary)
- C. A.S.I. President or designee
- D. A.S.I. Vice President for Administration or Designee
- E. A.S.I. Vice President for Academic Governance or Designee
- F. ASI Secretary/Treasurer
- G. A member of the B.O.D. appointed by the A.S.I. President with a majority consent of the B.O.D.
- H. Two students recommended by the A.S.I. Vice President for Finance to the A.S.I. President with a majority consent of the BOD
- I. A.S.I. Executive Director or professional staff designee
- J. A.S.I. member of the Cabinet of Commissioners, appointed by the A.S.I. Vice President for Administration with a majority consent of the B.O.D.
- K. A.S.I. Assistant Director (non-voting)
- L. A.S.I. Director of Programs and Leadership (non-voting)
- M. University President or designee (non-voting)
- N. University Vice President for Administration and Finance & CFO or Designee (non-voting)

Section 2 – Quorum

Quorum shall be defined as six (6) voting members.

Section 3 – A.S.I. Vice President for Finance



- A. The A.S.I. Vice President for Finance shall only vote in the event of a tie.
- B. The A.S.I. Vice President for Finance shall develop budget modifications on a quarterly basis, with the assistance of the committee, to reflect spending trends within A.S.I.
- C. The A.S.I. Vice President for Finance shall conduct meetings, at no less than bi-weekly intervals, to address requests for funding.
- D. The A.S.I. Vice President for Finance shall ensure that a written report of any recommendation or action is made at least two (2) days prior to the next meeting of the B.O.D.
- E. The A.S.I. Vice President for Finance shall develop a timeline for submission of supporting documentation for the annual budget process.
- F. The A.S.I. Vice President for Finance shall publish in a campus newspaper, on a quarterly basis, the on-campus location of where copies of the Annual Budget and the audited financial statements can be obtained or reviewed.(Title V, Section 42408).

#### **Section 4 – A.S.I. Vice-Finance Chair**

- A. The Vice-Finance Chair shall be responsible for preparation of the minutes for the Finance Committee and to ensure that a copy of those minutes is entered into the B.O.D. minutes at the next meeting of the B.O.D.
- B. The Vice-Finance Chair shall be responsible for photocopying and filing clubs and organizations proposals.
- C. The Vice-Finance Chair shall act in the capacity of the A.S.I. Vice President for Finance when the Chairperson is absent.

#### **Section 5 – Secretary/Treasurer**

- A. The Secretary/Treasurer shall be responsible for the distribution and presentation of the bi-weekly Finance Committee report to the B.O.D.
- B. The Secretary/Treasurer shall be responsible for ensuring that information regarding the annual budget process is disseminated to all recognized clubs and organizations on campus.

#### **Section 6 – Removal of Appointed Members**

Any appointed member may be removed from the committee for more than two (2) unexcused absences or three (3) excused absences during any one quarter by recommendation of the A.S.I. Vice President for Finance to the A.S.I. President.

#### **Section 7 – Student Designee**

Student members authorized to proxy by this code may only designate their vote to a regular member of A.S.I.

### **ARTICLE III**

### **ADMINISTRATIVE POLICY**

#### **Section 1 – ASI Finance Policy**

- A. The Finance Committee shall make recommendations for the modification of the A.S.I. Administrative Manual to the B.O.D. as it relates to A.S.I. fiscal stewardship to ensure compliance with the rules and regulations concerning Student Body Auxiliary funds.
- B. The Chief University Fiscal Officer or designee must concur with the Fiscal policy recommended by the Finance Committee to determine compliance with requirements for Student Body Auxiliary funds (Title V, Section 89301; State Government Code, Section 16430, ABS 78.22).

#### **Section 2 – ASI Investment Policy**

- A. The Finance Committee shall make recommendations for the modification of the A.S.I. Administrative Manual as it relates to ASI investment strategy to the B.O.D. to ensure compliance with the rules and regulations concerning Student Body Auxiliary funds. (Title V, Section 23801, and 23802; State Government Code, Section 16430, ABS 78.22)

- B. The Chief University Fiscal Officer or designee must concur with the Investment policy recommended by the Finance Committee to determine compliance with requirements for investments of student body funds (Title V, Section 89301; State Government Code, Section 16430).

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**ARTICLE IV** **FUNDING**

Section 1 – Authority for Allocations

- A. The Finance Committee shall approve, reject, or forward to the B.O.D. any proposal of \$1,000 or less.
- B. The Finance Committee shall forward all proposals over \$1,000 to the B.O.D. for their action with a designation of “recommend,” “reject,” or “no recommendation.”

Section 2 – Funding

The Finance Committee shall make recommendations for the modification of the A.S.I. Administrative Manual to the B.O.D., which will contain a responsive and efficient funding process for the distribution of ASI funds.

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**ARTICLE V** **AMENDMENTS**

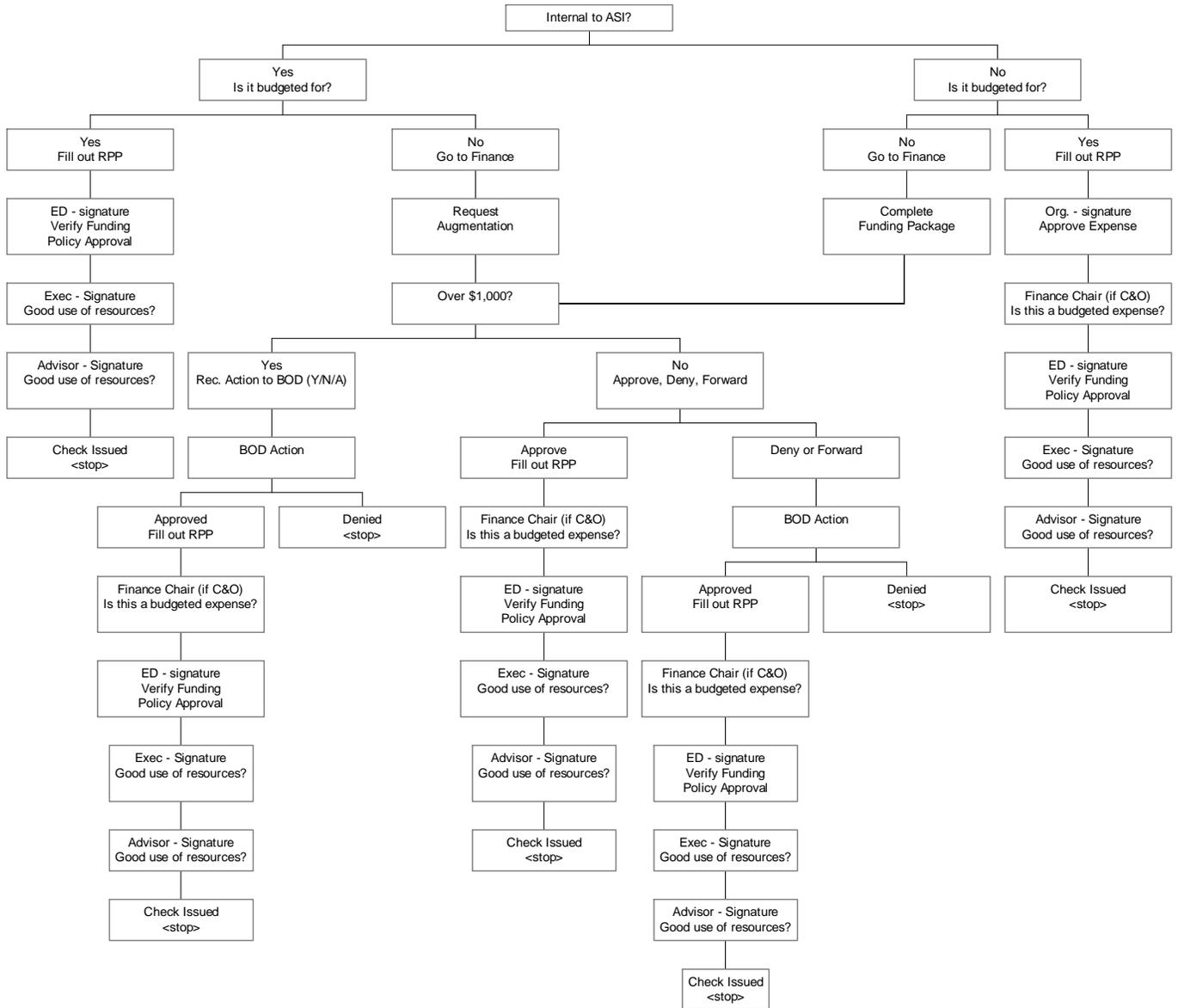
Proposed amendments to these codes shall be submitted on an absolute majority of the Finance Committee to the A.S.I. Sub-Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3 approval. If the A.S.I. Sub-Committee has not been established for the year, it is the responsibility of the A.S.I. Chief Justice, in conjunction with the A.S.I. President, to establish the A.S.I. Sub-Committee. Until approval by the A.S.I. Sub-Committee on Bylaws and Codes of Procedures, the most recent version of the Finance Committee Code of Procedure shall be followed.



**ADMINISTRATIVE MANUAL**

**FUNDING FLOW CHART**

**Policy 202**





ADMINISTRATIVE MANUAL

Performance Contracts

Policy 203

Contract Number:

Contract Date:

This contract (the "Contract") is made between \_\_\_\_\_ (the "Contractor") and Associated Students, Inc. at California State University, Los Angeles (the "ASI") for the personal services of the Contractor. In consideration of the covenants, conditions, stipulations, and agreements set forth herein, the parties hereby agree as follows with regard to the activities hereinafter described and the terms and conditions in connection herewith:

1. Full name of the Contractor:  
Name(s) of Contractors or group:
2. Name/Location of Engagement:  
Type of Engagement      Date of Engagement:
3. Starting/Finishing times, duration of performance:      Performance breaks:
4. The ASI shall pay \_\_\_\_\_ to Contractor immediately following each quarter. Such payment shall be in the form of a check from the ASI made payable to \_\_\_\_\_. The ASI reserves the right to prorate and/or adjust this amount as well as terminate this Contract for violation of any of its terms by the Contractor or for any undue delay by Contractor and/or his/her/its employees or representatives in the performance of this Contract.
5. The ASI shall have 100% control over all advertising and promotion for this engagement.
6. The Contractor, and the agents and employees of the Contractor, in the performance of this Contract, shall act in an independent capacity and not as officers, employees or agents of the ASI.
7. The ASI expects and in this Contract contracts for a quality, professional performance(s) by Contractor commensurate with the Contractor's reputation within his or her profession. This includes time arrival for set-up and rehearsal, and beginning and ending the performance(s) at the scheduled times. If the Contractor does not render performance within the reasonable expectations of the ASI, then the parties agree that such failure shall constitute a material breach of contract on the part of the Contractor.
8. The full name of all guests of the Contractor or authorized Agents shall be provided to the ASI at least three days before the performance(s) they wish to attend. The ASI reserves the right to refuse or revoke admission privileges to any guest(s) of Contractor or his/her authorized Agent.
9. The Contractor agrees to indemnify, defend and hold harmless the ASI, its officers, agents, employees, volunteers, the State of California, the Trustees of California State University, the California State University, Los Angeles, and their respective agents, officers, employers and insurers, and each of them, from any and all losses accruing or resulting to any and all contractors, sub-contractors and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this Contract or by guests of the Contractor attending the performance.
10. The Contractor shall comply with all municipal, state, and federal laws and regulations in performing all acts necessary to fulfill its/her/his obligations under this Contract. Additionally, the Contractor will abide by all regulations, policies and procedures of California State University, Los Angeles and the ASI.
11. The ASI shall not be held responsible if, through an "Act of God," or conditions beyond its control, it is unable to provide a venue on the date and time when the engagement herein contracted for is scheduled. Furthermore, if such acts or conditions occur, the ASI is not liable for any damage the Contractor and/or his/her group or representative might suffer. If this contract is canceled by the Contractor or if the Contractor requests a change of date for any reason other than an "Act of God," riot, epidemic or act of public authority, the Contractor agrees to reimburse the ASI for its bona fide out of pocket expenses immediately upon presentation of the certified statement of such expenses to the Contractor or his/her authorized representative.
12. The Contractor or his/her employees shall not use or be under the influence of any intoxicating beverage, narcotics or drugs at any time at the performance site. The failure or inability to render the performance contracted for within the reasonable expectations of the ASI shall constitute a breach of contract by Contractor.
13. Neither the Contractor, its/his/her representative, staff nor agents shall be supplied with or consume alcoholic beverages while performing under this Contract.
14. Any royalty fees of the Contractor or BMI, ASCAP, AGVA fees or ASI dues which may be required of the Contractor shall be the Contractor's sole responsibility.
15. The consideration to be paid the Contractor in Paragraph 4 shall constitute the entire compensation provided for performance of this Contract. Contractor shall bear its expenses incurred in the performance of this Contract, including travel and per diem, unless expressly provided by rider to this Contract.
16. The ASI understands that the Contractor shall provide a completely self contained show and will not require supplemental musicians, equipment, musical instruments or other services from the ASI and that no supplemental musicians, equipment, musical instruments or other services shall be provided at ASI expense except as expressly provided in this Contract. The ASI shall not be responsible for obtaining any equipment necessary for Contractor's performance under this Contract except as otherwise specified by rider hereto. Contractor agrees that if ASI does obtain equipment or services on its behalf, Contractor shall reimburse ASI for all reasonable and necessary costs incurred by ASI to procure those services or equipment.







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## ADMINISTRATIVE MANUAL

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# Funding Guidelines

Policy 204

1. PURPOSE:  
To provide a comprehensive but flexible policy regarding the disbursement of ASI funds which meets the needs of the corporation and the students it serves.
  
2. REFERENCES:  
[HTTP://WWW.COOPAMERICA.ORG/PROGRAMS/SWEATSHOPS/WHATTOKNOW.CFM](http://www.coopamerica.org/programs/sweatshops/whattoknow.cfm)
  
3. POLICY:  
Associated Students will provide funding in a manner which is consistent with the state guidelines for the distribution of Student Body funds. In addition, ASI at Cal State L.A. has placed additional general stipulations on all funding as a means of leveraging ASI dollars to the best use of the students served.
  
4. DEFINITION:  
**Internal Funding Requests** – Requests made by Associated Students, Inc. as part of the administrative function of the corporation  
**External Funding Requests** – Requests made by University-recognized organizations, academic departments, University Administrative Units to provide supplemental financial assistance
  
5. PROCEDURE:
  - a. Requesting Funding.
    - i) ASI will accept proposals one full quarter before the initial date of an event.
    - ii) Clubs and organizations must submit time-stamped funding requests no less than 10 business days prior to the date of the event to receive funding, with the exception of the first Finance Committee meeting of every quarter.
    - iii) Funding requests shall be submitted to the Vice President for Finance.
    - iv) Funding requests shall only be completed and signed by the officers designated on the Officer Information Form. Only members listed on the Officer Information Form can present their request at the Finance Meetings established by the Vice President for Finance.
    - v) ASI will only fund retroactively in the event of an error by ASI or failure of the Finance Committee to meet on a scheduled date.
    - vi) Completed Student Organization Event Registration and Reservation Form must be attached to each funding request. These forms are available in the Center for Student Development and Programs and ASI Student Service Center.
    - vii) ASI funding allocated to Student Organizations shall be distributed using the following formula: TF) Total Funding allocated for Student Organizations for the current fiscal year.
      - a.  $(TF * .25)$ = Fall quarter funding
      - b.  $(TF * .33)$ = Winter quarter funding
      - c.  $(TF * .33)$ = Spring quarter funding
      4.  $(TF * .09)$ = Summer quarter funding

- b. Budget Eligibility Guidelines
  - i. Budget eligibility must be restricted to recognized organizations with good standing with the University and to activities of benefit to all CSULA students.
  - ii. To be eligible to submit a budget request for the upcoming fiscal year budget, an organization must be currently recognized by and in good standing with the University.
  - iii. Failure to maintain University recognition may result in recall of remaining allocated funding.
  - iv. All ASI funded events and programs must be accessible to disabled students in compliance with the American Disabilities Act (ADA) requirements.
  - v. Allocations are to be expended only for such items and programs approved by the ASI Finance committee and/or the Board of Directors.
  - vi. ASI requires all Clubs and Organizations requesting funds to purchase clothing and garments of any kind to buy such items from a Sweatshop Free manufacturer.
    - a. ASI will provide clubs and organizations with a list of at least five (5) known Sweatshop free manufacturers.
      - 1. It will be the responsibility of the ASI Vice Finance-Chair, under the direction of the ASI Vice President for Finance, to create and update the specific content of this list according to research on current prices of clothing and on proof as to which manufacturers of clothing are Sweatshop Free.
      - 2. Clubs and organizations, when requesting ASI funding for clothing, will be required to purchase it, only from the companies on this list.
- c. Funding Limitations. ASI shall not fund:
  - i. Office supplies for student organization operations (e.g. Paper, Pens, Clips, Rubber Bands, etc.)
  - ii. Telephone expenses
  - iii. Athletic equipment
  - iv. An organization's or individual member's local, state, regional, or national membership fees
  - v. An organization's or individual member's off-campus travel expenses except as provided in the ASI Travel Policy
  - vi. Membership recruitment of non-CSULA students
  - vii. Programs for the benefit of, or targeted to, non-CSULA students
  - viii. Activities considered to be high risk/high liability for or by the ASI
  - ix. Scholarships or scholarship donations
  - x. Programs which are not in compliance with ADA standards
  - xi. Programs exclusively benefiting or targeted to members of a specific group
  - xii. Race or gender specific awards ceremonies or programs
  - xiii. Programs and events that provide only one side of political issues or matters that are going to be considered by voters in upcoming elections
  - xiv. Non-advertised programs occurring during an organization's regularly scheduled meeting(s)
  - xv. Food, except when pre-approved for hospitality purposes
  - xvi. Salaries, fees, honorariums for instructors, tutors, or CSULA faculty;
  - xvii. Program equipment costing over \$300.00 that does not have at least three (3) written estimates
  - xviii. Events held off-campus without University supervision or direction
- d. ASI funded events shall be held on campus unless a compelling rationale can be made as to why the University is not a proper venue for the event

- e. To access and expend allocated money, certain documents are required for accounting and auditing purposes. Pre-arrangements for expenditures or questionable expenditures should be processed with the ASI Executive Director. Consultations can be accessed on a walk-in or appointment basis.
- f. Payments are not guaranteed for expenditures not associated with programs previously approved by the ASI Finance Committee/Board of Directors. Please also remember, allocations are tentative until your organization receives official ASI notification in the form of the Allocation and Stipulations Notice. This notice is indication that your allocation has been posted to the ASI Budget.
- g. CONTRACTS are not legally binding unless signed by the ASI Administrative Office prior to the event date. To fully execute contracts for speakers, performers, etc., groups need to acquire the following signatures: Performer, Artist, Vendor, etc.; Organization's Account Signatory or Designee; ASI Professional Staff Member.
- h. ASI will distribute further user-friendly guidelines to CSULA campus clubs and organizations reflecting rates for hospitality, food, clothing, etc. at which ASI will fund club/organization events.
  - i. The specific content of these guidelines will be, unlike common ASI Administrative Policy, subject to suspension in regard to certain requests from clubs/organizations.
    - a. The specific content of these guidelines may be suspended in certain cases upon a 2/3 vote to do so by the ASI Finance Committee.
  - ii. It will be the responsibility of the ASI Vice Finance-Chair, under the direction of the ASI Vice President for Finance, to update the specific content of these guidelines according to current prices and the current state of the economy.
- i. For PAYMENT or REIMBURSEMENT of an approved expenditure, do the following:
  - i. Ensure that ASI has updated University paperwork of your Recognition, Signatories, and Good Standing
  - ii. Request Purchase Order (P0) at least two (2) weeks in advance of the event to assure payment to vendors upon receipt of goods or services
  - iii. Request pre-invoicing by the vendor at least three (3) weeks in advance of the event for confirmed expenses
  - iv. Reservations/catering through the University-Student Union will be reimbursed prior to any other reimbursement.
  - v. Pay only for pre-approved expenses/activities personally
  - vi. Provide ASI with notice of event execution and follow up with original receipts for event costs within 30 days for check processing with copies of fliers, etc., to ASI along with original receipts. Flier samples serve as documentation that program was marketed to the entire campus and promotes ASI sponsorship
- j. To avoid deficit spending, the ASI Executive Director may stop all expenditures in any account upon depletion of funds and bring it to the attention of the ASI President and ASI Vice President for Finance.
- k. Any ASI funded group considering cosponsoring an event must follow the established ASI Co-sponsorship policy; Co-sponsorships are defined as "events that are planned and executed by two or more campus-recognized student organizations or with ASI."
- l. Fliers need to have "Funded by the Associated Students, Inc.", and/or a copy of the ASI Logo included in all publicity, publications, advertisements, press releases, clothing and other promotional items. Unfortunately, ASI cannot fund events for which the ASI Logo is omitted, even when this occurs unintentionally. A sample of the above item(s) needs to be attached to your original receipts and submitted to the ASI business office upon request for payment.
- m. The ASI Vice President for Finance or Executive Director may indicate whether the following disclaimer is necessary: "Funded by the Associated Students, Inc. The views expressed herein are those of the campus organization and are not necessarily those of the Associated Students, Inc."

- n. Funds remaining in organizations' accounts on the funds expiration date shall revert to the General Fund of the Associated Students, Inc., and are not carried over to the new fiscal year.
- o. When programs require a contract with ASI, the contract should be completed before the program date. Refer to stipulation #8 for contract information.
- p. Approved allocations are assigned appropriate expiration dates determined by the ASI Finance Committee and/or ASI Vice President for Finance. Fund expenditures must be documented before the expiration date, or those specific event funds may revert back to ASI for additional allocations from the "Unallocated Funds" line item. Other organizations and your organization as well, can request an allocation or re-allocation of these funds. Deadlines are determined in accordance with ASI office and operating hours and University holidays.



**ASSOCIATED STUDENTS, INCORPORATED**  
**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

**ADMINISTRATIVE MANUAL**

**ASSET MANAGEMENT**

**POLICY 205**

1. **PURPOSE:**  
To establish policy and procedures regarding the control of ASI assets.
  
2. **REFERENCES:**  
None
  
3. **POLICY:**  
ASI shall maintain reasonable controls to assure the safety of corporation resources and assets.
  
4. **DEFINITION:**  

**Property** - ASI owned equipment (and accessories for such equipment) which is classified as non-expendable with all of the following characteristics: A normal useful life, including extended life due to repairs of two years or more.

**Sensitive Property** - Usually small and portable items (e.g., calculators, typewriters, Dictaphones, personal computers, etc.). Records are kept of all sensitive, non-expendable property. These records should include the make, mode, serial number, actual or approximated value, and any other distinguishing characteristics.

**Property Tag** - The tag hearing numbers autograph "Associated Students, Inc." will be affixed to each item of ASI property.
  
5. **PROCEDURE**
  - 5.1.1 The Executive Director shall:
    - 5.1.2 Periodically determine the condition of department equipment and replace, where necessary, within budget constraints.
    - 5.1.3 Assure thorough supervision and training that equipment is being properly maintained and used by employees and students.
    - 5.1.4 Promptly prepare a report regarding vandalism or theft of ASI equipment, and any condition requiring repairs or creating a hazardous working condition. Such report shall be used for police and/or insurance reporting.
    - 5.1.5 Assure that all ASI property is recorded as follows:
      1. Property tag is affixed. Such tag will bear the name of ASI and contain an I.D. number.
      2. The property will be recorded on a form/card/ledger/book by consecutive number that includes date of purchase, item description, assigned location, cost, purchase order number, serial number, and whether said property is to be capitalized.
    - 5.1.6 Assure that an employee Separation/Clearance form is completed for all separating employees prior to an employee separation. This form must indicate that all property (including keys) assigned to the employee has been returned to ASI and must be signed by the Executive Director or designee.

- 5.1.7 All removal of property from the ASI offices shall be accompanied by a property movement form with appropriate signatures releasing and accepting the item.
- 5.1.8 All offices and staff are accountable for all ASI property items within their units. Any ASI property not reconciled to the physical inventories must be documented to the ASI Executive Director.
- 5.1.9 ASI property may not be removed from the premises of any area without approval. Approval must be in writing from the Executive Director.
- 5.1.10 A physical inventory of property will be conducted every year, excluding laptops. A physical inventory of laptops will be conducted twice a year.
- 5.1.11 All ASI tagged items listed in property records are subject to an unannounced physical audit at any time.
- 5.1.12 Staff employees who keep items of personal property at ASI premises should label those items to indicate personal ownership. All personal equipment is utilized at the owner's risk.
- 5.1.13 Capitalization. All property over the amount of \$1,000 shall be capitalized and recorded in the general ledger of the ASI financial reporting system.
- 5.1.14 Warranty. For all property purchased, a warranty should also be purchased and utilized before any repairs are considered an ASI expense.



**ADMINISTRATIVE MANUAL**  
**REPORTING AND BUDGETING GUIDELINES FOR EXTERNAL**  
**ORGANIZATIONS RECEIVING**  
**OVER \$5,000** **POLICY 206**

SUBJECT: *Reporting and Budgeting Guidelines for External Organizations Receiving Over \$5,000*

- 1) PURPOSE:
  - a) To establish policy and procedures regarding the distribution of large-scale funding
- 2) REFERENCES:
  - a) None
- 3) POLICY:
  - a) ASI provides funding through a variety of mechanisms, including referendum funding and major financial support for programs on campus. Except as specified in this document, prior funding of a department, area, or program is not a basis for continued funding. All external organizations receiving over \$5,000 shall submit quarterly reports to the Finance Committee no later than one week after the last day of the quarter or shall lose consideration for future funding.
- 4) DEFINITION:
  - a) None
- 5) PROCEDURE
  - a) Recipients of funding in the amount of \$5,000 or more shall be exempt from general funding request guidelines in favor of these reporting requirements.
  - b) All external organizations budgeted over \$5,000 shall submit the following information:
    - i) A detailed financial status report showing how the general student population benefited from the monies spent and a detailed accounting for how the funds were expended.
    - ii) Success and failures of programs, projects, and activities which were undertaken.
    - iii) Recommendations as to how progress can be made to better serve the students in regards to the programs, projects, and activities that were undertaken.
    - iv) A general description of how resources are to be spent during the next quarter
  - c) Referenda changing the student body fee with a specification as to how additional money is to be spent shall be binding to the Board for the first three years of implementation. No modification of the ASI budget shall be required to implement headcount adjustments.
  - d) Beyond the first three years, referenda are advisory to the Board of Directors. Adjustments for headcount shall require a change in the ASI budget which may or may not adjust the amounts for a given referendum line.
  - e) All funds will be deposited into an ASI sub-account that will provide each organization with immediate access to their funds. Funds will be distributed according to a funding schedule that will be provided each year.
    - i) A trust application will required each year to authorize account signatures.
  - f) All funds that are allocated to the external organization are to be used during the current fiscal year. All funds not used by the end of the fiscal year will be rolled back to the ASI trust account. Funds will not be rolled to the following year.



ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
“...FOR THE STUDENTS, BY THE STUDENTS!”

Approved: 03/03/05

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## ADMINISTRATIVE MANUAL

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# Reserve Policy

Policy 207

### 1.0 PURPOSE:

To establish policy and procedures for establishing an adequate reserve fund.

### 2.0 REFERENCES:

Education Code § 89904(b)  
Compilation of Policies and Procedures for CSU  
CSU Auxiliary Organization, Page 17

### 3.0 POLICY:

Associated Students, Inc. will provide for adequate reserve funds for current operations and capital replacements, and adequate provisions for new business requirements. Additionally, state law requires sufficient reserves for dissolution, paying debts, etc. The reserve fund is intended to meet anticipated business needs of the A.S.I. operations and through the retention of earnings from current operations and other sources, to accommodate further plans.

### 4.0 DEFINITION:

California State University Board of Trustee guidelines state that auxiliary organizations shall evaluate the need for reserves in the following areas:

- a. Working Capital
- b. Current Operations
- c. Capital Replacement
- d. Planned Future Operation

This Reserves Policy is therefore established to provide the basis for the governing Board to review the reserves and the funding levels on an annual basis.

**Working Capital Reserve** – The intent of a working capital reserve is to provide a cushion of short-term operating cash. Working capital provides cash flow for the organization, and to protect current operations in the event of unforeseen contingencies. Cash working capital is invested and earns interest income for the organization in periods when it is not needed.

**Current Operations Reserve** – This reserve is intent to provide protection against critical operating budget circumstances such as unanticipated losses of revenue.

**Capital Replacement Reserve** – This reserve is to set aside excess earnings to replace fixed assets as needed. It will enable Associated Students, Inc. to meet ongoing equipment needs in a systematic way and prevent sudden or large demands on the supply of cash. Funds are reserved in accordance with a schedule of capital replacement needs approved by the A.S.I. Board. In coordination with the annual

budgeting process, management will prepare a three-year forward-looking schedule for replacing capital items, accompanied by a Capital Expenditure Budget, which enumerates the funding needed to meet the requirements of the plan. Based on this plan, the A.S.I. Board approves the reservation of appropriate funds in the Capital Replacement Reserve. The three-year plan is then updated, and the funding adjusted if needed, on an annual basis.

**Planned Future Operations Reserve** – This reserve is to provide funding for new operations, campaigns or development projects specifically adopted by the ASI Board, including the facilities, equipment, staff, or training needed to accomplish them. Management will present a specific schedule of future needs to the A.S.I. Board with a corresponding expenditure budget so that the funds may be reserved by A.S.I. Board action.

## 5.0 PROCEDURE

- 5.1 Annually, the A.S.I. Board of Directors shall review the fiscal viability of the organization to include:
  - 5.1.1 Working Capital: Cash on hand or liquid assets to meet expenditures for at least sixty days.
  - 5.1.2 Current Operations: A reserve against critical operating budget circumstances such as unanticipated losses of revenue (i.e., decreased enrollment, or sudden increase in insurance premiums/coverage).
  - 5.1.3 Capital Replacement: Equipment Repair/Replacement reserve to provide a funding source for emergency repairs or replacements of furniture and equipment which, if entirely funded from an annual operating budget, would result in a significant deficit position.
  - 5.1.4 Planned Future Operation: The Executive Director shall submit a specific schedule of future needs with a corresponding expenditure budget that have been recognized by the campus and the auxiliary organization as appropriate and with the educational mission of the campus. All expenditures would require ASI Board approval prior to implementing transactions.
- 5.2 The establishment or revision of reserves and their funding levels in accordance with the above evaluations.
- 5.3 The submission of the Associated Students, Inc.'s annual budget is presented to the Board of Directors for approval. The approved budget shall be presented by the University Vice President for Administration & Finance and the University President.
- 5.4 The maximum amount which should be retained for on-campus reserves combined is up to 25% of current year expenditures.



**ADMINISTRATIVE MANUAL**

**Risk Management Policy**

**Policy 208**

- 1.0 PURPOSE:  
To establish policy and procedures regarding risk management.
  
- 2.0 REFERENCES:  
None
  
- 3.0 POLICY:  
ASI is a tenant of the University-Student Union and maintains office space on the Garden Level floor of King Hall. The ASI space will be maintained and all activities will be conducted in a manner that will ensure the maximum level of safety and security for students, employees, and interests of the U-SU, CSLA, and the general public. The facilities and activities will at all times be in compliance with local, state, and federal laws and regulations; and will meet professional standards established by California State University, Los Angeles.
  
- 4.0 DEFINITION:  
None
  
- 5.0 PROCEDURE
  - 5.1 The safeguarding of corporate assets shall be provided through a risk management program that will ensure all risks not transferred or eliminated are covered through an external insurance program, which shall be reviewed annually. Under the program, the A.S.I. will maintain insurance protection:
    - 5.1.1 Against loss or damage to tangible property,
    - 5.1.2 Against loss or damage to property of others, if any,
    - 5.1.3 For bodily injury, for which the corporation may be responsible, and
    - 5.1.4 Against responsibilities imposed by law, as a result of the acts of the corporation, its employees, or the use of its funds.
    - 5.1.5 Employee insurance plans are not covered by this policy statement.
  - 5.2 The A.S.I. shall indemnify, to the full extent permitted by the California Nonprofit Corporation Law as it may from time to time be amended, any person made or threatened to be made a party to any threatened, pending or completed action, suit or proceeding whether civil, criminal, administrative, by reason of the fact he or she is or was a director, trustee, officer or employee of the Corporation; or is or was serving at the request of the Corporation as a director, trustee, officer, or employee of another corporation, partnership, joint venture, trust or other enterprise. The indemnification provided shall not be deemed exclusive of any other rights to which any person seeking indemnification may be entitled under the articles of incorporation or the regulations, or any agreement, vote of shareholders, or disinterested directors or trustees, or otherwise, both as action in his or her official capacity and as to action in another while holding such director, trustee, officer or employee and shall insure to the benefit of the heirs, executors and administrators of such a person.



**ASSOCIATED STUDENTS, INCORPORATED**  
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**“...FOR THE STUDENTS, BY THE STUDENTS!”**

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## **ADMINISTRATIVE MANUAL**

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# **Scholarships**

**Policy 209**

### 1.0 PURPOSE:

To establish procedures and criteria for the awarding of ASI Advocacy and Leadership scholarships.

### 1.0 REFERENCES:

ASI Request for Payments or Purchase (RPP) Procedure  
ASI Operational Manual  
California Code of Regulations  
Corporations Code of the State of California  
Board of Trustees of the California State University (applicable policies)

### 1.0 POLICY:

The Associated Students, Inc. provides scholarships to selected students in recognition of their current and past service to student advocacy and in recognition of student leadership. All ASI scholarships are administered through accounts held in trust and direct payments made to the Foundation of CSLA in the name of ASI. Interested applicants shall be garnered from the university pool of scholarship applicants.

### 1.0 DEFINITIONS

None

### 1.0 PROCEDURES

- 1.1. The scholarship office shall forward the applications of no less than 3 candidates per scholarship, to be selected by a panel of student-leaders. The scholarship office shall screen the applicants for suitability based on the purpose of this scholarship.
- 1.2. Current members of the ASI Board of Directors are not eligible for this scholarship.
- 1.3. The following eligibility criteria shall guide the award of ASI scholarships (60 point scale):
  - 1.3.1. Grade Point Average (10) – Applicant receives 1 point for every full one-tenth (0.1) of a GPA point above 3.0 to a maximum of 10 points (4.0) This score is pre-calculated.
  - 1.3.2. Accomplishments (5) – No single honor may receive more than one point. Academic awards and scholarship honor society memberships, community and Cal State L.A. honors recognition.
  - 1.3.3. Campus Activities (10) – No single activity may receive more than 6 points. To what degree is the student involved in campus activities? Consider involvement in academic, social and honor societies. Does the student contribute to campus life and participate fully? Consider time commitment and depth of involvement.

- 1.3.4. Community Activities (10) – No single activity may receive more than 6 points. Evaluate time spent outside the classroom in activities that add to the quality of life. Does the student have extensive commitments at home and participate in the face of cultural, socioeconomic and interpersonal difficulties? Consider time commitment and depth of involvement.
  - 1.3.5. Leadership (5) – Focus on a history of involvement with student body, community and club “officership”, project leadership, management positions at work and significant self-directed projects.
  - 1.3.6. Letters of Recommendation (5) – Consider the source. What is the relationship to the student? Does the author of the letter have insight into the student? Does the author of the letter seem to truly know the student, or does the letter seem more like an obligatory “form letter.”
  - 1.3.7. Essay (10) – Did the student answer the question and use appropriate grammar? Students should show insight into his/her personality, values and life as well as demonstrate adequate writing skills.
  - 1.3.8. Other/Overall Impression (5) – Use extra creative projects, teacher/counselor impressions in letters of recommendation, and other subjective data in the application to make this subjective evaluation. Use this to give credit for things that you liked that are not accounted for above and to single out the best students.
  - 1.3.9. Need – Need, as a general factor, may be used to determine awards.
- 1.4. Endowed scholarships shall be issued on a funds-available basis from the interest accumulated in the trust account. Endowed scholarships may be augmented with current year funds to increase the award amount, or with additional funding for the endowment.
  - 1.5. Non-endowed scholarships shall be issued on a funds-available basis from the current year budget.
  - 1.6. The scholarship shall be issued in the amount of \$750 per year. In the case where insufficient funds exist in a scholarship account, the balance shall be rolled over to the endowment to increase its value.



**ADMINISTRATIVE MANUAL**

**Request for Payment or  
Purchase Order (RPP)**

**Policy 210**

1.0 PURPOSE:

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

2.0 REFERENCES:

A.S.I. Operational Manual

3.0 POLICY:

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

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

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

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

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

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

4.0 DEFINITIONS

None

5.0 PROCEDURES

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

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

5.1.2 Performance Agreement (Contracts)

5.1.3 Written justification of how the expense relates to A.S.I., including a list of names for which the expenses have been charged.

5.1.4 Memorandums of Understanding

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



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Approved: 04/19/01

**ADMINISTRATIVE MANUAL  
PAYROLL POLICY**

**POLICY 211**

**1.0 PURPOSE:**

To establish procedures for employee payroll

**2.0 REFERENCES:**

A.S.I. Operational Manual

**3.0 POLICY:**

All employees of ASI are paid every other Friday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on the preceding workday. Paychecks are normally available by 4:00 p.m. If there is an error in your check, please report it immediately to your supervisor.

No one other than an employee to whom the check is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so. ASI does not permit advances against paychecks or against vacation time, earned or anticipated, or sick time.

Salaried employees will receive their salary for any day in which the employee performs any work. For purposes of the salary pay policy, a week is Monday 12:01 a.m. through Sunday midnight. An employee will receive his or her full salary for any week in which an employee does any work, subject to the following rules. An employee's salary may be reduced for complete days of absence due to vacations, holiday or personal business, before sick leave benefits accrue or after they are exhausted, and incomplete initial and final weeks of work. Penalties for violations of major safety rules may also be deducted from employees' salaries.

An employee's salary for a week is subject to set off for any jury duty, witness duty, or military leave pay which is received for that week. An employee will be provided with full pay for 10 business days for absences due to jury duty or as a witness in addition to payment for any partial weeks of work.

This salary pay policy is intended to comply with the salary pay requirements of the Fair Labor Standards Act and shall be construed in accordance with the Act. Employees are encouraged to bring any question concerning their salary pay to the Executive Director or designee so that any inadvertent error can be corrected.

**4.0 DEFINITIONS**

None

## 5.0 PROCEDURES

- 5.1 Time sheets must be signed and submitted to the ASI Administrative Office by the Monday before payday.
- 5.2 The ASI Administrative Office is responsible for accurately preparing Timesheets according to the submitted time cards.
  - 5.2.1 Timesheets require the signature of the employee prior to releasing the check.
  - 5.2.2 Timesheets require the signatures of the following key personnel:
    - 5.2.2.1 ASI President who reviews the Timesheets of the Executive Director and the Executive Assistant to the ASI President
    - 5.2.2.2 Executive Director who reviews the Timesheets of the Assistant Director, ITC, and Student Assistants.
- 5.3 Once completed, the ASI Administrative Office shall forward the timesheets for processing.
- 5.4 Upon receipt of an invoice, the ASI Administrative Office shall complete a RPP to request a check.
- 5.5 In addition to the Executive Director, Executive officer and President's designee, the RPP shall also be signed by the University Vice President for Administration and Finance or designee.
- 5.6 Checks shall only be released to the employee unless a written waiver is on file with ASI or on the approval of the Executive Director in emergency situation.
- 5.7 Jury Duty. In the event of Jury Duty, an employee may be compensated up to 10 days of service. In cases where an employee is "on call", employees must come to work. Proof of service is required, and ASI only pays to the completion of one term of jury duty per year. Employees shall remit all checks for service to ASI at the end of service.



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**ADMINISTRATIVE MANUAL  
BUDGETARY CONTROL**

**POLICY 212**

- 1.0 **PURPOSE:**  
To establish procedures for financial control for the Associated Students, Inc.
- 2.0 **REFERENCES:**  
A.S.I. Request for Payments or Purchase (RPP) Procedure  
A.S.I. Operational Manual  
California Administrative Code  
Education Code  
Corporations Code of the State of California  
Board of Trustees of the California State University (applicable policies)
- 3.0 **POLICY:**  
Operations of the Associated Students, Inc. will be strictly governed by approved budgets. Annual budgets are submitted to the University President no later than sixty (60) days prior to the fiscal year end. The University President has the right of review and approval of such budgets.
- 3.1 **Capitalization.** All capital purchases will be properly authorized and budgeted for. Equipment costing more than \$1000 will be capitalized and written off over the period benefited:
- 3.1.1 Five (5) years for Equipment – Straight Line
- 3.1.2 Three (3) years for Computers – Straight Line
- 3.2 **Investment.** ASI will adhere to policies and procedures as required of state government entities. CSLA will provide the expertise in investment management. The investment committee will review such investments and offer feedback and comments.
- 3.3 **Payroll.** All employee payroll is handled by an independent contracted third party (Freedom Staff Leasing).
- 4.0 **DEFINITIONS**  
Accounting Cycle. This consists of activities enabling effective and efficient production of financial statements.  
Accounts Receivables. All funds received from Student Activity Fees, Interest Income, and Other Income.  
Standard Journal Entries include records of investment earnings, depreciation, petty cash reimbursements, and Student Service Center sales and/or rentals
- 5.0 **PROCEDURES**  
5.1 The Board of Directors will approve the appropriation of Associated Students, Inc. (ASI) funds, in accordance with the California Administrative Code, the Education Code, the Corporations Code of the State of California, and the applicable policies of the Board of Trustees of the California State University.

- 5.2 Accounting Cycle & Budget Review
  - 5.2.1 Monthly Cycle. To facilitate monthly closing, all payments (deposits) and RPP's must be forwarded to CSLA Financial Services by the 7<sup>th</sup> of every month. This enables such transactions to be recorded in the preceding month.
    - 5.2.1.1 CSLA Financial Services will prepare monthly financials as per service contract. A draft financial statement will be distributed to the Executive Director and the ASI President for approval.
    - 5.2.1.2 Within a week, an official version of the financial statement will be released to the Finance Committee. The Finance Committee will review, analyze and share this present these financial statements with the Board of Directors to ensure that ASI finances are in line with the budget.
  - 5.2.2 Quarterly Cycle. To outline budget review procedures to ensure that all financial information is evaluated on a quarterly basis.
    - 5.2.2.1 The Executive Director and the ASI President will perform a periodic review (3&9, 6&6, 9&3 quarterly assessment) to monitor budget versus actual and projected revenues and expenditures. Upon completion of the budget review and modification done by the Executive Director and ASI President, the quarterly assessments are presented to the Finance Committee for comment and recommendation to the Board of Directors.
    - 5.2.2.2 Upon successful review and approval by the Board of Directors, the quarterly assessment will be forwarded to the Vice President for Administration & Finance and University Presidents office for approval.
  - 5.2.3 Yearly Cycle. The Executive Director will inform all student organizations to submit their reimbursements, or an estimate of such reimbursements, by June 15 of each year to CSLA Financial Services. Purchase Orders (PO) will be raised to ensure that funds are encumbered. CSLA Financial Services will coordinate the yearly audit activities with ASI.
- 5.3 Audit. Once a year an audit will be performed by an independent CPA audit firm.
- 5.4 Accounts Payables. See A.S.I. Request for Payment or Purchase (RPP) Procedures.
- 5.5 Accounts Receivables. Sundry cash collected from all sources will not be used for petty cash, but must be deposited with the CSLA Cashiers Office.
  - 5.5.1 Student Activity Fees. CSLA Financial Services will identify student activities fees, and make those funds available to ASI. After a reserve for late refunds is estimated, CSLA Financial Services will forward a check to the CSLA Cashiers Office for deposit into the ASI accounts.
  - 5.5.2 Interest Income. CSLA Financial Services will compute interest earned from Investment reports, and ensure that they are posted to the ASI account on a quarterly basis.
  - 5.5.3 Other Income. The Student Service Center, under direction of the Business Manager, will control all cash flows related to the following:
    - 5.5.3.1 Movie Ticket Subsidy
    - 5.5.3.2 Locker Rentals.
    - 5.5.3.3 EagleLink CD Sales
    - 5.5.3.4 3.5" Floppy Diskette Sales
    - 5.5.3.5 Laptop Rentals
    - 5.5.3.6 Book Voucher Program (money received from reselling books to the CSLA Bookstore at the end of each quarter).
- 5.6 Credit Card.
  - 5.6.1 For all approved charges, checks for reimbursements will be issued. Any unapproved charges will become the responsibility of the cardholder.

- 5.6.2 Charges must be submitted on an approved RPP and/or Travel Expense Claim Form with the following documentation:
  - 5.6.2.1 Original Receipt(s)
  - 5.6.2.2 Card issuer statements only required if original receipts are not available.
  - 5.6.2.3 Written justification on how the charge relates to ASI, including a list of names for whom the expense has been charged



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Approved: 04/19/01

**ADMINISTRATIVE MANUAL**

**ACADEMIC/STUDENT ORGANIZATION TRAVEL POLICY 213**

- 1.0 PURPOSE:  
To establish policies and procedures for control of academic/student organization travel sponsorships
- 2.0 REFERENCES:  
A.S.I. Request for Payments or Purchase (RPP) Procedure  
A.S.I. Operational Manual  
California Administrative Code  
Education Code  
Corporations Code of the State of California  
Board of Trustees of the California State University (applicable policies)
- 3.0 POLICY:  
ASI provides funding for university academic teams/student organizations who engage in academic-related competitions away from campus. This policy provides the policy and procedure to request financial assistance for team/student organization travel. The funding focuses on academic teams/student organization that participate in competitions which enhance the prestige of the university locally, nationally and internationally.
- 4.0 DEFINITIONS  
None
- 5.0 PROCEDURES
- 5.1 Requests for Academic/Student Organization Travel must be made no less than six (6) weeks prior to the date of travel.
- 5.2 Requests for Academic/Student Organization Travel funding are handled on a funds available basis.
- 5.3 ASI will **only** fund two areas of expenses – transportation and lodging.
- 5.4 ASI will **only** fund academic/student organization travel if the University has underwritten an amount greater than 50% of the total travel cost for the event.
- 5.5 ASI will **only** fund the costs related to student travel. ASI does not fund non-students.
- 5.6 Academic/Student Organization teams requesting funding must be recognized by the Center for Student Development and Programming.
- 5.7 Student Organization/Teams requesting funding are required to supply the following:
- 5.7.1 A complete Academic/Student Organization Travel Request form (appendix a)
- 5.7.2 A letter of support from the host academic Chair/Director
- 5.7.3 A letter of support from the host academic Dean/Vice President

- 5.7.4 Information related to the event, location, cost and additional support documentation as appropriate.
- 5.7.5 Verification of university funding (usually incorporated into the Dean's/Director's and Chair's/Vice President's Letter.)
- 5.8 All requests for Academic/Student Organization Travel must be heard by the Finance Committee for recommendation to the Board. The Finance Committee shall forward all requests to the Board with either a "For", "Against" or "No Recommendation" for board action.
- 5.9 The Board must approve all academic travel requests by a 2/3 vote.
- 5.10 To process payment, documents related to travel must be submitted no later than 2 weeks after the conclusion of travel to ASI for proper handling and documentation.



ADMINISTRATIVE MANUAL

Policy 214

TRAVEL PROCEDURES

1.0 PURPOSE:

To establish policies and procedures for control of travel expenses and allowances.

2.0 POLICY:

Policies and regulations concerning travel expenses and allowances are under the internal control of the Board of Directors, the Executive Director or the Assistant Director in his absence.

No travel expense will be paid unless rendered upon a "Travel Expense Claim". All expense claims shall be properly itemized, accompanied by the necessary receipts or vouchers, and will be approved by the Executive Director or the Assistant Director in his absence.

All travel requests, reimbursements, and claims will be approved and signed within the auxiliary. The exception will be for the Executive Director in which travel approval and reimbursement will be signed by the A.S.I. President or Vice President for Administration, or Vice President for Student Affairs in the President's absence.

Reimbursable and reimbursed travel expenses must be for A.S.I. related business.

Travel expense claims are to be turned into the A.S.I. Business office no later than seven (7) calendar days after return from the travel. All travel requests and reimbursements require the approval of the Executive Director or the Assistant Director in his absence.

3.0 DEFINITION:

None

4.0 Procedure:

4.1 Forms

4.1.1 "Reimbursable Travel Request" - Attachment A.

4.1.1.1 Authorizes travel. If necessary, a trip advance may be requested using the same form.

4.1.1.2 To be submitted to A.S.I. prior to departure.

4.1.2 "Travel Expense Claim" - Attachment B.

4.1.2.1 Records all expenses; attached are receipts in support of claim.

4.2 Per Diem (Subsistence Allowance) - Attachment D.

The circumstances of travel will determine the rate allowed. Per Diem is used when specific costs of travel are not provided as part of the trip itinerary (such as is provided for a conference).

4.2.1 LODGING

4.2.2 MEALS

4.2.2.1 Breakfast: \$10.00 per day

4.2.2.2 Lunch: \$15.00 per day

4.2.2.3 Dinner: \$25.00 per day

4.2.3 TRANSPORTATION: \$0.505 per mile will be paid for the use of one's own vehicle. Car rental and airport shuttle fees are also included in this section.



- 4.2.4 \$300.00 Open travel claims will be established for each A.S.I. Staff, A.S.I. Executive positions, and the ASI Student Service Center manager. To redeeming mileage an "A.S.I. Mileage Travel Form must be submitted.
- 4.2.5 INCIDENTALS: Must be itemized. Cabs, buses, telephone calls, toll charges, etc. are included here.

Receipts/vouchers are to be submitted for item of expense and are to be dated and show the nature of expense. Expenditures under \$ 5.00 do not require a receipt.

#### 4.3 Convention, Conference, Seminar, or Business Meeting Attendance

It is A.S.I. policy to provide full (100%) funding for travel to such events, that is, total hotel cost, registration, event meal cost, travel and business related incidentals (i.e. internet access, business call, etc). Meals not included in the event itinerary will be reimbursed at per diem rates.

- 4.3.1 Receipts/vouchers are to be submitted for item of expense.
- 4.3.2 "ASI Lost Receipt Expense Form" – Attachment C.
  - 4.3.1.1 Records all lost receipts and explanation to support claim(s). This document is submitted to the A.S.I. Executive Director for review and approval.
  - 4.3.1.2 If the expenditure is approved a memo from the Executive Director will be generated authorizing payment. If the expenditure is not approved a memo notifying the requestor will be generated requesting reimbursement to A.S.I. The Executive Director must be consulted in cases where receipts cannot be obtained or have been lost.
  - 4.3.1.3 Habitual misuse of the A.S.I. Procurement Card or American Express card may lead to loss of card access or privileges. This loss will be determined by the A.S.I. Executive Director.

#### 4.4 Business Related Meals

When it is necessary for A.S.I. officials to conduct official business during a meal, they will be reimbursed for the actual meal expense up to the per diem amount per person.

#### 4.5 Car Rental & Airport Shuttle

When it is necessary for A.S.I. officials to utilize an airport shuttle or car rental for transportation to an airport, they will be reimbursed for the actual expense.

- 4.5.1 Expenses for parking (daytime and overnight shall be allowed while on A.S.I. business.)
- 4.5.2 Expenses for gasoline shall be allowed if it is approved by the Executive Director or the Assistant Director in his absence. The consideration for approval shall be that the expense shall not exceed the allowable amount available for mileage and/or the trip involves multiple passengers/travelers.
- 4.5.3 The mileage reimbursement rate includes the cost of maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover the reasonable value of the vehicle, less a standard deductible. When a privately owned vehicle operated by an employee is damaged by collision or receives other accidental damage, reasonable reimbursement for the deductible imposed by the traveler's insurance company shall be allowed under the following conditions:
  - 4.5.3.1 The damage occurred while the vehicle was being used on A.S.I. business;
  - 4.5.3.2 The vehicle was damaged through no fault of the employee;
  - 4.5.3.3 The amount claimed is an actual loss to the employee which is not recoverable either directly from or through the insurance coverage of any of the parties involved in the accident;

4.5.3.4 The amount of the loss claimed does not result from a decision of an employee not to maintain collision coverage.

#### 4.6 TRAVEL ADVANCES

- 4.6.1 Travel advances may be issued prior to travel upon approval of the A.S.I. and submission of a properly completed "Request for Travel" form indicating request for advancement in Section III.
- 4.6.2 Requests need to be submitted at least two weeks prior to departure. There is no guarantee that travel advances will be available prior to trip departure if the request for per diem travel is not submitted before the two week deadline.
  - 4.6.3.1 If the travel costs exceed the advance, a claim for reimbursement may be filed.
- 4.6.3 The amount of the advance may equal the cost of the anticipated trip.
- 4.6.4 No receipts are required for per diem if a travel advance is approved.
- 4.6.5 If the travel advance is not processed in a timely fashion the travelers may use the Procurement Card or their own money. It is the responsibility of the traveler to track and keep all per diem receipts while remaining within the appropriate allotments.
  - 5.6.5.1 The traveler is to return the receipts, together with the expense claim, to the Executive Director or Assistant Director within seven (7) calendar days of return.
- 4.6.6 If the travel costs exceed the advance, a claim for reimbursement may be filed.

#### 4.7 CREDIT CARDS

- 4.7.1 A.S.I. has American Express corporate credit cards for travel use by professional staff only. Pro Cards are issued to the professional staff and the President of A.S.I. for travel and related expenses. In instances where an employee elects to use his/her personal credit card, reimbursement for charges thereto may be made only upon submission of the charge card receipts to A.S.I. identifying the nature and reason for the charge.
- 4.7.2 Processing payment to ASI Credit Cards is a priority and all receipts must be submitted to the Assistant Director on a daily basis or within seven business days of a program or travel.

#### 4.8 STIPULATION

- 4.8.1 In the event that the state deems it necessary to institute changes to the travel criteria set forth above, A.S.I. will abide by the rate changes as stipulated by the state's recommendations for reimbursement and travel costs.
- 4.8.2 In the event that costs exceed the state allowable rate travel will require the approve signature of the Executive Director or the Assistant Director in his absence.



**ASSOCIATED STUDENTS, INCORPORATED  
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Approved: 04/19/01

**ADMINISTRATIVE MANUAL**

**EQUIPMENT POLICY**

**POLICY 215**

**1.0 PURPOSE:**

To establish policies and procedures for control of equipment loans to student organizations.

**2.0 REFERENCES:**

A.S.I. Request for Payments or Purchase (RPP) Procedure  
A.S.I. Operational Manual  
California Administrative Code

**3.0 POLICY:**

ASI provides funding for organizations which may include the purchase of equipment and non-consumable items. In all cases where ASI purchases these items, ASI shall retain exclusive ownership of these items. Associated Students shall maintain equipment it purchases for the use of student organizations for the betterment of the campus community.

**4.0 DEFINITIONS**

None

**5.0 PROCEDURES**

- 5.1. Resources must be of some educational, cultural, or enlightenment value and provide some clearly evident benefits to the students of CSLA.
- 5.2. All resources will be considered the property of the Associated Students, Inc. immediately upon their purchase.
- 5.3. Whenever practical, feasible, and otherwise appropriate, the Associated Students will provide all storage, maintenance, inventory and damage control required for resources purchased with ASI funds.
- 5.4. ASI may, at the discretion of the Executive Director, allow an organization to maintain custody of the equipment for ease of access through a written agreement. In cases where an organization is allowed to maintain custody, the organization shall be responsible for ensuring the proper storage, maintenance, inventory and damage control required.
- 5.5. ASI property shall not be loaned to organizations that are not recognized in some fashion by the University. ASI does not permit loans of ASI equipment to individuals for non-ASI uses. The Executive Director shall have the final decision as to the appropriateness and condition for an equipment loan.
- 5.6. Failure to return ASI equipment on demand may result in a freeze on organization funding, efforts to collect the equipment and possible civil action.



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Approved: 05/31/01

**ADMINISTRATIVE MANUAL**

**PROCUREMENT & PURCHASING**

**POLICY 216**

- 1.0 PURPOSE:  
To establish policies and procedures for purchasing & procurement.
- 2.0 REFERENCES:  
None
- 3.0 POLICY:  
All purchase requests of \$5,000 or more must be accompanied by three (3) written bids.
- 4.0 DEFINITIONS  
None
- 5.0 PROCEDURES
  - 5.1. Supervisors who intend to make purchases of \$5,000 or more must first secure three (3) written price comparisons. The bid comparison document needs to contain the following for each vendor: the company name, the date of contract, address, telephone number, the name of the person providing the quote, the service/product description, and total price including tax and shipment. Any other information pertinent to final vendor selection should also be stated.
  - 5.2. Competitive bid purchases and/or contracts must be awarded to the lowest bidder. In special circumstances, however, with the Executive Director's and ASI President's approval, it is possible to purchase items or services from a vendor other than the lowest bidder for reasons such as sole source, better quality, timeliness, special features, etc. Reasons for exception to award of low bid must be submitted with the purchase requisition. In these instances, the (3) comparisons or bids must be submitted with the purchase requisition when submitted to the Board of Directors for approval.
  - 5.3. State Contracts – ASI may purchase selected items through State Contracts. In such instances, bids are required. In all circumstances, the supervisor is to review the planned purchase with the Executive Director and ASI President prior to purchase.



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Approved: 05/31/01

**ADMINISTRATIVE MANUAL**

**PUBLIC RELATIONS POLICY**

**POLICY 217**

1.0 PURPOSE:

To establish policies and procedures for public relations.

2.0 REFERENCES:

Title 5; Section 42502,  
ABS 86-05

3.0 POLICY:

ASI may expend funds for public relation purposes as long as these types of expenses are included in the approved ASI annual operating budget. The auxiliary organization may expend funds in such amount and for such purposes as are approved by the governing body of the auxiliary organization.

4.0 DEFINITIONS

Public Relations is defined as the money used for expenses which arise from supporting solicitors from organizational and developmental activities from the University to further the operations of Associated Students, Incorporated.

5.0 PROCEDURES

- 5.1. The designated supervisor is responsible for monitoring the balance in the public relations budget.
- 5.2 All expenditures require prior authorization by the Executive Director and ASI President.



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Approved: 05/31/01

**ADMINISTRATIVE MANUAL**

**REFERENDUM GUIDELINES**

**POLICY 218**

- 1.0 PURPOSE:  
To provide a comprehensive policy regarding student fee referendums.
  
- 2.0 REFERENCES:  
EXECUTIVE ORDER 740  
EXECUTIVE ORDER 661
  
- 3.0 POLICY:  
Appropriate and meaningful consultation must occur before requesting Associated Students, Inc. to endorse a student fee referendum. Appropriate and meaningful consultation includes consultation with Associated Students and the Campus Fee Committee prior to increasing and establishing a student fee referendum.
  
- 4.0 DEFINITION:  
**Category I fees** – Fees that must be paid to apply to, enroll in, or attend the university.
  
- 5.0 PROCEDURE:  
Associated Students, Incorporated is responsible for assuring that appropriate consultation occurs prior to recommending any student referendum.
  - 5.1 The individual/department requesting a student fee referendum must submit a proposal to the ASI Administrative Office at least one full quarter before the initial date of the Spring Quarter. ASI will not entertain proposals for student fee referendums during the Spring Quarter.
  - 5.2 Student Fee Referendum Proposals shall be submitted to the ASI Administrative Office. They will be forwarded to the Finance Committee and University Vice President for Administration and Finance for review and further consultation.
  - 5.3 ASI shall establish a referendum advisory committee comprised of the Finance Chair, BOD member, ASI Executive Director, representative from those requesting the referendum and a representative from the University VPAF Office to provide advice to the ASI Board of Directors.
  - 5.4 ASI shall insure that a voter pamphlet is created providing objective analysis of the proposed fee action and statements solicited by the committee for and against the proposed fee action. The referendum advisory committee shall determine the specific statements that shall be included in the pamphlet.
  - 5.5 A statement of revenues and expenditures including a minimum of one year of actual costs and two years of projected revenue and expenditures for the fee revenue supported activity shall be developed in consultation with the campus chief financial officer.
  - 5.6 The referendum may be conducted by the campus with the coordination of the student body association.
    - 5.6.1 The campus will be asked to fund costs associated with the referendum if requesting the referendum.
    - 5.6.2 The results of the referendum shall be advisory to the University President.

- 5.6.3 The results of the student fee referendum shall be considered favorable when a majority of students voting approve the fee action.
- 5.6.4 The results of the student fee referendum will be shared with the Campus Fee Committee for approval and recommendation to the University President.
- 5.6.5 Copies of the voter pamphlet and ballot and information regarding the dates, times, and polling locations shall be available to students and published in the campus newspaper at least thirty days prior to the referendum.



**ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Approved: 11/15/01

**ADMINISTRATIVE MANUAL**

**TRAILER SYSTEM MODEL**

**POLICY 219**

**1.0 PURPOSE:**

To establish policies and procedures for establishing a trailer system model whereby ASI funds would be collected in advance of allocating them. This would allow ASI to allocate funds for activities and programs with a greater degree of certainty.

**2.0 REFERENCES:**

California Administrative Code  
Education Code  
Corporations Code of the State of California  
Board of Trustees of the California State University (applicable policies)

**3.0 POLICY:**

ASI will recommend setting aside excess and current student activity fees collected during the current fiscal year to establish a trailer system model. The auxiliary organization may identify funds in such amounts and for such purposes as are approved by the governing body of the auxiliary organization.

**4.0 DEFINITIONS:**

Trailer System: Every quarter ASI relies on enrollment projections to match actual figures (FTE) to support the operating budget. There have been circumstances whereby enrollment has been lower than projected. This results in budget modifications to support the actual enrollment figures. This policy has been developed to formulate a strategy to implement a trailer system. A trailer system would operate by requiring ASI to collect funds in advance of allocating them. This would allow ASI to allocate funds for activities and programs with a greater degree of certainty.

**5.0 PROCEDURES**

5.1. The Board of Directors will approve the appropriation of Associated Students, Inc. (ASI) funds, in accordance with the California Administrative Code, the Education Code, the Corporations Code of the State of California, and the applicable policies of the Board of Trustees of the California State University.

**5.2. Budget Review**

5.2.1. During the Quarterly Budget Review, the Executive Director and ASI President will monitor budget versus actual and projected revenues and expenditures. Upon completion of the budget review, any identified excess revenue from student activity fees will be recommended for a special account for establishing a trailer system model.

5.2.2. During the preparation of the annual budget, a goal will be established to recommend setting aside additional funds from the budget to this trailer system account.

5.2.3. Once this account reaches a level comparable to that of student activity fees collected in one quarter, a strategic plan will be developed whereby these funds would be collected in advance of allocating them (Trailer System).



**ASSOCIATED STUDENTS, INCORPORATED**  
**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Approved: 02/21/08  
Revised: 03/06/08

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## **ADMINISTRATIVE MANUAL**

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# **COLLECTIONS AND RECEIVABLES POLICY**

**POLICY 220**

### **1.0 PURPOSE:**

To establish policy and procedures regarding the collection of outstanding, and delinquent fees owed to ASI resulting from; but not limited to, services, affiliations, memberships, damaged, or stolen laptop and printer rentals.

### **2.0 REFERENCES:**

See Memo of Understanding with Cal State L.A. IT Department

### **3.0 POLICY:**

ASI shall collect outstanding and delinquent fees from services rendered, organizational memberships, and affiliations with ASI.

Assessed late fees or the collection of outstanding fees owed to ASI are subject to the terms and conditions of the service(s) rendered. (Example: Laptop or printers that are returned late are assessed a late fee of \$20.00 per day.)

In the event of lost or stolen equipment, students shall be charged the full replacement cost of a new laptop or printer. Damage fees are determined by the IT Department who repairs the units.

Appropriate invoice notification is sent to the student (via certified mail). If payment is not rendered by the 30-day period; ASI will forward a copy of the invoice to the University Cashiers. University Cashiers will place a financial hold on a student's records (i.e. registration & transcripts).

#### **Payment:**

Upon receipt of an invoice and prior to the expiration of the 30-day deadline, students will make their payment at the ASI Student Service Center but it must be made in cash. Students that have a financial hold must pay to the University Cashier's Office. Upon receipt of payment, University Cashier's will release student financial hold and forward the invoice to ASI on a daily basis.

### **4.0 DEFINITION:**

None

### **5.0 PROCEDURE**

Upon receipt of service all customers, members or affiliates will be required to initial and/or sign the agreement or contract notifying them of their responsibility to pay any outstanding or late fees incurred as a result of services, affiliations, membership, damages, late returns, or stolen equipment, which will be assessed by ASI.

- 5.1 **Late Laptop & Printer Rentals:** When a laptop or printer rental is returned late, the appropriate late fee is assessed at the ASI Student Service Center desk.
- 5.2 **Damaged Equipment:** If a unit is reported or determined to be damaged it will be assessed by the IT Department, and the cost to repair or replace the unit will be conveyed by the ASI Assistant Director who then creates an invoice.
- 5.3 **Stolen Equipment:** Per the signed agreement or contract a student is held responsible for paying the full replacement cost or new equipment, for any lost or stolen laptops or printers.
- 5.4 **Members, Affiliations and Services:** Per the signed agreement or contract any individual who falls within these categories are required to pay all outstanding fees to ASI for reimbursements including but not limited to materials, supplies, and uniforms.
- 5.5 **Holds for Non-payment:**
- 5.5.1 Upon notification that a student owes a fee the ASI Administrative Office will generate a sequential invoice that notifies the student of what they are being charged for, how much the charge is, where to deliver payment, and the date due. The invoice will also notify the student that a financial hold will be placed on their records if they do not make the payment on or before the due date.
- 5.5.2 Three additional copies of the invoice will be generated: One for the ASI Files, one for University Cashiers, and one for CSULA Business Financial Services. Once a week an inventory of outstanding fees will be done by the ASI Administrative Office and a list attached to all invoices will be delivered to the departments noted above.
- 5.5.3 Upon receiving the list and invoices the University Cashiers will place a financial hold in the students account for non-payment.
- 5.5.4 Once the student makes the payment at the University Cashiers Office, they will remove the hold, endorse the invoice as paid, and return it to ASI. This will be done on a daily basis. Invoices will be placed in daily deposit bags.
- 5.5.5 If a student elects to make their payment at the ASI Student Service Center the ASI Administrative Office will forward a list of students who have paid in full to the University Cashiers on a daily basis.
- 5.6 **Deposit of Funds:**
- 5.6.1 The University Cashiers will deposit all funds in the appropriate accounts designated for receivables on a daily basis.
- 5.6.2 Upon receiving endorsed payment invoices, ASI Administrative Office will reconcile against our internal records and those provided by Business Services.