

Associated Students, Incorporated

Student's Guide to ASI Fiscal Policies & Procedures

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Student Organization Grants
Agency Accounts
Student Travel Funds

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SECTION 1. THE ASSOCIATED STUDENTS, INC. BUSINESS OFFICE

The Associated Students, Inc. Business Office located in Room 229 of the University Student Union serves as the business agent and fiscal officer for all operations financed by the ASI. It is responsible for enforcing a wide variety of State, federal and campus policies. Operating hours for the Business Office are 9:00 a.m. to 6:00 p.m., Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Fridays. Summer hours are 9:00 a.m. to 5:00 p.m., Monday through Friday.

As the Treasurer or other officer of an organization receiving ASI grants and/or using ASI agency accounts, you will work very closely with our Business Office staff. To enjoy an effective working relationship, you need to become familiar with the policies and procedures that they are responsible for enforcing. That's why you've been provided with this handbook.

Once you have read the handbook, you should be capable of administering your organization's account. In order to be certain of this, ASI requires you to successfully complete the Student Organization Fiscal Workshop.

Handling an organization's finances can require the same amount of time and effort as an upper division 3-unit class. Be aware of ongoing services throughout the campus designed to assist you in developing the necessary skills to become an effective leader. The Counseling Center, Student Health Center, Office of Student Life and Development, Leadership Resource Center, and Learning Assistance Center are all excellent resources and are there for you whenever you need them.

CODE OF BUSINESS CONDUCT

It is the policy of the ASI to maintain the highest standards of ethical conduct in the performance of its business affairs. Accordingly, student organization representatives who conduct business on behalf of the ASI are expected to comply with the following Code of Business Conduct. Since violations of this code can result in serious disciplinary action, students who have doubts regarding a particular situation or practice should immediately contact their program advisor or the ASI Business Office for advice.

- 1) ASI strictly forbids the commission of any illegal activity by representatives of any program financially supported by the ASI. This includes activities that might be perpetrated for the benefit of the ASI. Illegal activities include, but are not limited to: any dishonest or fraudulent act; forgery or alteration of any document, check, bank draft, or any other financial document; misappropriation of funds, supplies, or other ASI assets; impropriety in the handling or reporting of money or financial transactions; and destruction, removal, or inappropriate use of ASI property. Question regarding whether an action constitutes fraud should be referred to the ASI Business Office.
- 2) Student organizations must follow the applicable laws and regulations of every jurisdiction in which they conduct business. Representatives are responsible for acquiring sufficient knowledge of these laws and regulations in order to recognize potential dangers and to know when to seek legal advice.
- 3) Student representatives who make purchasing decisions are strictly prohibited from giving preference to any supplier in exchange for anything of personal benefit to themselves, their friends, or their family. Under no circumstances should student representatives accept personal gifts from suppliers that would influence their judgment.
- 4) Student representatives who make purchasing decisions are prohibited from doing business with any vendor or organization in which they serve as officers, directors, employees, or consultants. They are also prohibited from owning a substantial interest in any business or organization doing or seeking to do business with the ASI.
- 5) To avoid the appearance of impropriety, ASI discourages representatives of student organizations from conducting ASI-funded business with close friends or relatives, unless it represents the best value for ASI.
- 6) Representatives of student organizations who expend ASI funds should ensure that their organization receives good value in return and must maintain accurate records of such expenditures.

- 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 cases may involve personal reimbursement for losses or damages sustained by ASI, and/or referral for criminal prosecution or civil litigation. Decisions to prosecute or refer the matter to the appropriate law enforcement or regulatory agencies will be made at the sole discretion of the ASI in conjunction with its legal counsel.

SECTION 2. STUDENT ORGANIZATION PROGRAM GRANTS

Associated Students, Incorporated provides a broad variety of services to improve the quality of campus life and enhance students' educational experiences. As part of this effort, we provide grants of money to student organizations. These grants are used to produce events and activities that contribute to the fulfillment of ASI's mission.

ASI provides grants of money to support programs and activities produced by student organizations for the benefit of the student body. In so doing, it is the intent of ASI to fund programs, NOT organizations. ASI does not consider these grants to be a form of financial support; program grants are administered by ASI and provide recipients with limited discretion in purchasing and expenditure decisions.

It is important to note that a student organization grant is comprised of mandatory student fees. These fees have been legally appropriated for use by your organization to sponsor programs that benefit the student body. All students pay these fees, regardless of the number of units they take, and irrespective of whether they individually benefit from ASI programs or services. The involuntary nature of this funding arrangement places a special obligation on ASI to observe numerous regulations imposed by federal, state and campus authorities.

ELIGIBLE ORGANIZATIONS

All university recognized student organizations that are currently registered and not on probation are eligible for grants. Persons completing and submitting grant applications must be currently enrolled students and must be registered with the Office of Student Life and Development as officers of the organizations they represent. All applicants must meet the university's academic eligibility qualifications for student office holders (refer to Campus Regulation II).

VIEWPOINT NEUTRALITY

ASI cannot make funding decisions based on a student organization's point of view. An organization cannot be denied funding simply because it advocates a particular opinion, no matter how deplorable or unusual. Viewpoint neutral criteria for evaluating funding proposals only consider factors that are NOT tied to viewpoint such as fiscal responsibility, relevance to mission, and level of services provided. Nonetheless, viewpoint neutrality does not mean that funding levels must be equal for all organizations.

FUNDING CRITERIA

To ensure the funding process is viewpoint-neutral, the following criteria have been adopted to guide funding decisions:

- The student organization must demonstrate how the activity contributes to ASI's mission
- The student organization must demonstrate an educational objective
- The student organization contributes to life goals and student development
- The student organization must accommodate those with disabilities

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

- Program that promote an awareness and understanding of the ideas, customs, arts, languages, and social contributions of specific cultures;
- Programs that aid in the retention and graduation of currently enrolled CSULB students
- Programs that provide students with opportunities for on-campus social interaction;
- Programs that promote discussion or debate of public issues
- Programs that supplement or enhance academic preparation or development
- Programs that promote students' health and welfare
- Programs that promote or sponsor public service to the surrounding community
- Programs that develop professional, or career-related skills
- Programs that promote academic performance and excellence

FUNDING PROCESS

To further ensure a viewpoint-neutral process, the Board of Control shall adopt the following practices:

- All hearings regarding a group's request for funding shall be documented in the minutes of the Board of Control
- The Board of Control's funding decisions shall be based on how well the student organization met the above criteria and not on the group and/or activity's viewpoint or opinions
- All student organizations shall have the right to appeal the funding decisions of the Board of Control to the Associated Students Senate at the meeting during which the Board of Control minutes are approved

GRANT EVALUATION CRITERIA

All grant applications are evaluated against a set of criteria represented by the acronym SCORE. Each application is evaluated against these criteria and awarded a point for each of the criteria met as determined by individual members of the Board of Control. The amount of funds awarded is based on the average number of points awarded by the Board as a whole.

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:

- The likely audience is significant by virtue of its size or its unique needs
- The benefit of having the event warrants an allocation of mandatory student fees
- The event seeks to solve a problem or improve a situation, not just maintain the status quo

CLARITY

A proposed event should have clarity of purpose. It should represent a logical approach to achieving clear and attainable objectives consistent with the program objective selected. Indications of clarity include:

- The event has a clear purpose that is discernible from its description
- The stated purpose of the event represents a realistic and attainable objective
- There is a cause-and-effect relationship between the event and the objective it seeks to achieve

ORIGINALITY

A proposed event should be innovative. It should entail a creative approach to addressing student needs and interests. Indications of originality include:

- The event represents something new and innovative to this campus
- The event addresses a need that no other student organization is addressing, or addressing in this particular manner
- The event will engage its audience in active participation rather than passive observation

RELEVANCE

A proposed event should be relevant and timely considering current social issues, student interests, and student service needs. Indications of relevance include:

- The topic of the event has been identified as a student need or interest
- The topic of the event has been the subject of recent media attention
- The problem, area of interest, or issue being addressed has been documented as existing on this campus

EFFICIENCY

A proposed event should be cost effective. Projected costs should fall within cost guidelines presented in this publication. Indications of efficiency include:

- The organization will generate revenue to cover some costs

- The revenue estimates are mathematically accurate and realistic and maximum allowable subsidy limits were observed
- The event will be financially co-sponsored by other campus organizations or agencies

EXTERNAL FUNDING REQUIREMENT

ASI asserts that the intent of awarding these grants is to assist student organizations' in their programming efforts and not to be the sole source of financial support for student organization activities. In order for a program to be eligible for funding, the student organization shall be required to demonstrate that it is generating funds from other sources to support the event or activity.

EVENT REQUIREMENTS

Regardless of the type of grant awarded, all programs sponsored with Associated Students funds are obligated to observe the following student activity policies.

ACCESSIBILITY

ASI requires that no program or activity funded by a student organization grant exclude from participation, deny benefits to, or subject to discrimination any individual solely because of his or her disability. To this end, ASI requires that organizations receiving grants take affirmative steps to provide reasonable accommodations in all facilities and services to the known physical or mental limitations of any individuals wishing to participate.

For ASI funded events that have an anticipated attendance of 200 or more students, student organizers **must** arrange to have a qualified interpreter or translator provide access for hearing impaired attendees. The grant award may cover costs for this service. This requirement shall apply to programs such as lectures, seminars, workshops, and guest speakers. It shall not apply to concerts or other musical events unless there are significant speaking parts included as part of the event.

LOCATION

Student organization programs funded by ASI grants must be conducted under the supervision of campus personnel who have been delegated authority for overseeing student activities by the campus President. This authority is most effectively exercised when programs and events take place on campus grounds. Therefore, ASI shall not award funds for student organization events or activities taking place off-campus.

Exceptions to this policy may be made on a case-by-case basis. A principal factor in making these decisions is the availability of appropriate on-campus facilities and the degree to which the proposed activity contributes to the educational and leadership development objectives of the university.

LICENSING

T-shirts, sweatshirts, baseball caps, or other items of apparel bearing the CSULB name, logo, or any variation thereof can only be purchased from vendors who have a licensing agreement with the university for producing, distributing, and selling emblematic merchandise. A list of authorized vendors can be found at the AS Business Office or at www.lrgusa.com under the "Resources" tab.

NONDISCRIMINATION

Grants shall only be awarded to programs that are open to any student wishing to participate. ASI shall not award grants to any program that restricts or limits participation based on sex, disability, race, color, national origin, age, marital status, religion, or

sexual orientation. Organizations that apply for and receive grants from ASI shall do so with the expressed understanding that such discrimination is explicitly prohibited and that any violation of this policy will result in the forfeiture of ASI support.

NON-HARASSMENT

ASI affirms that students have a right to work and learn in an environment free of harassment. ASI prohibits harassment at all levels of the organization, including sexually harassing conduct committed by agents or representatives of student groups receiving grants. Harassing conduct, whether verbal or physical, is strictly prohibited. Student organizations that engage in, promote, or foster harassing conduct will forfeit all rights and privileges conferred upon them by ASI, including recognition and funding.

FUNDING TERMS AND CONDITIONS

The programs for which you have received grants are known as your organization's budget intent. All purchases made from your ASI grant accounts must conform to this budget intent. In other words, you may only spend grants on purchases related to the specific programs for which you requested and received ASI funds.

SIGNATURE AUTHORIZATION CARD

All ASI funded student organizations must have a Signature Authorization Card on file in the Business Office before initiating any transactions. Each card must bear the names and signatures of at least one student representative and the organization's Student Life and Development advisor. Only those persons listed on the Signature Authorization Card can request withdrawal of funds, request account information, or pick up checks or purchase orders. There shall be a maximum of two student representatives authorized to sign on the account and only currently enrolled students may serve as authorized student signatories for student organization grants. Signature Cards are only valid for **one** academic year and must be renewed by the end of each academic year.

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. Only currently enrolled students may serve as authorized student signatories for student organization grants.

ACKNOWLEDGMENT OF ASI SUPPORT

All advertising for a program funded by an ASI grant must include the ASI logo with the phrase "funded in part by the Associated Students, Incorporated". In cases of broadcast advertisements, all such announcements must state, "this program is funded in part by the Associated Students, Incorporated."

ALLOTMENT SCHEDULES

Each grant awarded to your organization is scheduled to be spent in one of three fiscal periods. These allotments are based on the information provided in your Grant Application. Grants must be expended according to this schedule.

Grant allotments typically coincide with the month(s) before or during which a program or activity is scheduled to take place. These grant allotments must be spent by the following deadlines:

- Paperwork to spend grants allocated for the first fiscal period (July 1 through November 30) must be submitted no later than November 30th.
- Paperwork to spend grants allocated for the second fiscal period (December 1 through February 28) must be submitted no later than February 28th.
- Paperwork to spend grants allotted for the third fiscal period (March 1 through May 31) must be submitted no later than June 30th.

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

Within certain limitations, you may change various terms and conditions associated with your organization's grants. These changes and the procedures for initiating them are elaborated below.

ALLOTMENT SCHEDULE AMENDMENTS

As indicated earlier, each grant is allotted to specific fiscal periods. These budget allotments are intended to coincide with the timing of your program(s). If you anticipate a need to change the allotment of a grant from one period to another, you must complete an Allotment Schedule Adjustment form, available on BeachSync under ASI Government Forms. Forms must be approved by your program advisor and submitted no later than the last day of the fiscal period in which the grant was originally allotted (see above).

PROGRAM CHANGE AMENDMENTS

If your organization wishes to use its grants for programs other than those for which it received funding, then you will have to complete a Program Change Amendment available from the ASI Government Office and submit it to the ASI Treasurer. Your request will be placed on the next available Board of Control agenda. If approved, the Treasurer will inform the Business Office of the program changes. The Business Office will then update your grant(s) accordingly.

REQUESTING ADDITIONAL GRANT FUNDS

During the course of its annual budget preparation, ASI reserves a sum of money that can be used for funding new grant requests. This sum of money is called the Current Year Unallocated Fund (CYUF). Organizations may apply for funds from this reserve. Requests for additional funds may be made either for new programs or for increasing support for previously funded programs in which the organization is facing unanticipated additional expense. Funds will not be awarded for the purpose of restoring funds previously cut from a grant request. **The Board of Control will NOT, however, accept requests for programs that have already taken place.**

Funding requests for new programs are made using the **Grant Application**. Requests for augmenting (increasing) existing grants are made by completing the **Grant Augmentation Request**. Both forms are on BeachSync at <https://orgsync.com/35809/forms/32970>. All requests for additional funds must be presented to the Board of Control and Senate for approval.

PROGRAM EVALUATION

As a condition of receiving grants from the Associated Students, Incorporated, student organizations agree to participate in a program evaluation process. This agreement is incorporated into the Signature Authorization Card each student organization is required to sign in order to access grant funds. Refusal or willful failure to participate can result in your organization's grants being suspended and the organization's disqualification for subsequent grant awards

Programs funded by grants from the Associated Students are subject to evaluation, regardless of the total amount of the grant award. All evaluation instruments must be completed and returned to the ASI Government Office within thirty calendar days of the event. Failure to meet this deadline may result in the grant account being suspended or in the revocation of the unspent portion of any grant awards.

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 programs where the above evaluation method is unfeasible and/or impractical, alternative evaluation methods may be used by your organization, subject to the approval of the ASI Treasurer. This includes the use of evaluation forms other than the Post-Event Assessment Report.

USE OF RESULTS

As a rule, negative findings will not affect your organization's opportunity for funding during subsequent funding cycles. However, recommendations made by the Board of Control may be stipulated as a binding condition on any subsequent grant award. Failure or refusal by your organization to implement the recommendations may result in the suspension of subsequent funding eligibility.

USING YOUR GRANTS

ASI funded organizations may use money from their ASI grants only with the prior approval of the ASI Business Office. Purchases will only be allowed if they are clearly related to your approved grant.

AUTHORITY FOR PURCHASING

Purchases of goods or services are authorized only when written on a purchase order or contract form issued by the Business Office and signed by the ASI Director of Administrative Services or designee. No one else is authorized to act as an agent of ASI in any way that would commit the assets or funds of ASI. **All purchases exceeding \$1,000 must be made from vendors authorized by the Business Office to conduct business with ASI.**

Businesses or individuals who accept verbal or other unauthorized orders for purchases do so at their own risk. If the Business Office has not approved it first, then the Business Office is not obligated to pay for it. In such instances, the vendor will be instructed to pursue you personally for payment of goods or services received.

For specific purchasing procedures, refer to Section 5 of this Guide.

ALLOWABLE PURCHASES

Student organization grants can only be used for the following types of purchases:

- 1) **Flyers.** Advertising circulars typically printed on 8½ x 11-inch paper. They are publicly distributed in order to announce the time, date and location of an upcoming event.
- 2) **Newspaper Ads.** Paid advertisements published in campus or local newspapers for announcing an upcoming event or activity.
- 3) **Posters.** Paper placards, usually no smaller than 12" X 18", which are printed and displayed to announce an upcoming event or activity.

ALL ADVERTISING FOR A PROGRAM FUNDED BY AN ASI GRANT MUST INCLUDE THE ASI LOGO WITH THE PHRASE "FUNDED IN PART BY THE ASSOCIATED STUDENTS, INCORPORATED". IN CASES OF BROADCAST

ADVERTISEMENTS, ALL SUCH ANNOUNCEMENTS MUST STATE, "THIS PROGRAM IS FUNDED IN PART BY THE ASSOCIATED STUDENTS, INCORPORATED."

- 4) **Printed Materials.** Handouts, outlines, programs, brochures, etc. that are provided to participants or attendees of an event.

ASI grants cannot be used to pay for the reproduction of any printed material that would constitute copyright infringement.

- 5) **Program Supplies.** Miscellaneous materials that are instrumental to producing the program provided ASI considers it essential and necessary to the program's success. Physical resources such as machinery, furniture, and fixtures shall not be purchased using ASI grants.
- 6) **Refreshments.** Incidental snack foods, non-alcoholic beverages, and disposable serving supplies provided to participants of an ASI-funded event or activity. Refreshment expenses may not constitute more than 20% of the total program expense awarded by ASI.
- 7) **Conference Registration:** Fees paid for attending professional conferences, academic seminars, intercollegiate competitions, etc. The maximum amount awarded is \$50 per person for up to ten people.
- 8) **Group Travel.** Lodging and transportation costs for students participating in intercollegiate academic competitions.

Funding for lodging expenses will be limited to rates published by the U.S. General Services Administration, up to a maximum of \$125 per room per night.

Funding for transportation expenses will be limited to the cost of travel from Long Beach to the destination site and back, up to limits specified by the California Department of General Services. Daily ground transportation will not be funded by ASI.

- 9) **Equipment Rental.** Amounts paid for the rental of equipment used in connection with an event or activity.
- 10) **Facility Rental.** Fees paid for the use of the University Student Union, the Soroptimist House, and other campus facilities. With the exception of venues for Sport and Recreation Club activities, off-campus facility rentals are not funded by ASI
- 11) **Contracts.** Formal agreements made with individuals or organizations to compensate them for performing services connected with a funded event or activity including agreements with guest speakers, performing artists, facilitators, trainers, coaches, and masters of ceremonies. Payments to CSULB staff and faculty members are prohibited, as are payments to members of the student organization producing the program. In addition, ASI grants cannot be used to make payment on a contract entered into after services have been rendered.
- 12) **Repairs and Maintenance.** Supplies and services for repairing and maintaining equipment used in connection with an event or activity.

All materials and supplies purchased with ASI grants must remain the property of the student organization for future use. ASI grants cannot be used to purchase items that will become the personal property of individuals.

PROHIBITED PURCHASES

Purchases that cannot be made with ASI grants include, but are not limited to the following:

- 1) **Scholarships/Awards.** You may not use your ASI grant to pay for awards or scholarships.

- 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.** Student organizations cannot use ASI grants for the purchase of office supplies or for office maintenance. You may not use your ASI grant to pay for phone bills, postage, or any other operating expense of your organization.
- 4) **Travel.** Student organizations cannot use their ASI grants to pay for travel expenses, unless awarded a grant for Group Travel (see above). Travel expenses for contracted speakers, performers, or artists CAN be paid from an ASI grant, provided such reimbursements are included as part of an approved Speaker Contract or Artist Agreement.
- 5) **Tips/Gratuities:** ASI grants cannot be used to pay for tips or gratuities.
- 6) **Banquets/Luncheons:** ASI grants cannot be used for any expense related to the production of a student organization's banquet or luncheon.
- 7) **Community Relations Activities.** You may not use your ASI grant to pay for Community Relations Activities including donations to charitable causes. Community Relations Activities are programs conducted primarily for promoting an organization or its individual members to parties outside of the campus community. Examples include corporate mixers, alumni socials, and meetings with local Chambers of Commerce.
- 8) **Faculty Compensation.** You cannot use your ASI grant to compensate CSULB faculty for services rendered to your organization.
- 9) **Ex Post Facto Contracts.** You cannot use your ASI grant to make payment on a contract entered into after services have been rendered.
- 10) **Personal Property:** ASI grants cannot be used to purchase items that will become the personal property of individuals, unless provided in lieu of an honorarium. Program supplies purchased with ASI grants must remain the property of the student organization for future use. Use on program supplies
- 11) In addition, ASI's Procurement Policy prohibits the purchase of the following items, regardless of funding source: live animals; radioactive materials; hazardous substances; ethyl alcohol, narcotics and dangerous drugs; tobacco and tobacco products; firearms and other weapons; precious metals; explosives; and any product produced through the use of sweatshop labor as mandated by university policies.

DEADLINE FOR PURCHASING

All requests for purchasing transactions must be submitted by May 31 of a given fiscal year. All goods and services must be received by June 30 in order for them to be payable from your grant.

SECTION 3. AGENCY ACCOUNTS

In addition to receiving ASI funds to support their programs, many organizations also raise money through their own efforts. ASI encourages fund-raising activity. We typically do not allow these funds to be co-mingled with your organization's ASI grant; however, if the activity by which you raise money is in any way supported by an ASI grant, then the ASI Business Office is required to account for and maintain those funds. Accounting for these funds is achieved through use of an Agency Account.

Unlike ASI accounts, funds held in Agency Accounts are not under the budgetary or programmatic control of the Associated Students. Furthermore, unlike ASI grants, funds held in Agency Accounts roll over from year to year. You do not need to spend these funds by the end of the fiscal year.

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 with the original ticket manifest. Anytime you wish to sell any of these tickets, you must check them out from the Business Office. Likewise, if any tickets are to be given away as complimentary you must inform the Business Office of such.

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 appropriate clearance procedures as mandated by the University as well as proper gift receipts and thank you letters. To receive assistance, please contact one of the following development staff members:

Kathryn Courtney
Director of Development
Division of Student Services
(562) 985-5255
Kathryn.courtney@csulb.edu
Foundation Building, Room 160

Christina Limon-Lara
Development Associate
Associated Students, Incorporated
(562) 985-2402
christina.limon-lara@csulb.edu
University Student Union, Room 313

In addition, the development staff member may provide assistance with the acceptance of “gifts-in-kind” received from a donor. A “gift in kind” is a donation of products or services from a business. For example, if Krispy Creme Donuts donated 3 dozen donuts for your bake sale, the development staff member can assist you in filling out the appropriate paperwork to acknowledge the “gift-in-kind” and ensure that an appropriate thank you letter is sent on behalf of ASI and/or the University.

The deposit of all cash gifts of \$3,000 or more must be initially made to the Associated Students Clearing Account held at the CSULB Foundation. Funds will be subsequently transferred to the ASI Business Office and posted to the organization’s agency account.

DEPOSITING MONEY TO AN AGENCY ACCOUNT

GENERATED REVENUE

As stated earlier, all revenues generated through fund-raising activities sponsored by the use of ASI funds must be deposited in the ASI Business Office. Simply bring the money to the Business Office Service Counter. The Customer Service Representative will verify the cash, and a receipt will be written, a copy of which you should retain for your own records. This money will be credited to your organization's Agency Account.

If there are expenses incurred by your organization in conjunction with a fund-raising activity, DO NOT pay for them out of your cash proceeds. Request payment for such expenses out of your Agency Account after you have deposited the cash.

CONTRIBUTIONS/DONATIONS

The deposit of all cash contributions (cash, checks, etc.) of \$3,000 or more must be initially made to the Associated Students Clubs Clearing Account held with the CSULB Foundation located in FND-332. The Foundation will record the donation and issue gift receipts and letters of appreciation. Contributions will subsequently be transferred to the ASI Business Office for deposit to your Agency Account. This process takes approximately 30 days. When the funds are deposited to your Agency Account, you will be notified by a memo placed in your organization mailbox (2nd floor of USU).

Please tell your donors to make checks payable to the “CSULB Foundation” and write the name of your respective student organization in the memo section of the check.

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 on campus in either an ASI agency account or a CSULB Foundation account.

CONTRIBUTIONS/DONATIONS

Cash contribution revenue must be used in a manner consistent with the intent and restrictions placed on the contribution by the donor. The ASI Development Office and/or the Division of University Relations and Development will advise the Business Office of any such restrictions. The Business Office will be responsible for assuring compliance with the restrictions. If no restrictions have been placed upon the use of the contribution, then the funds will be treated as generated revenues.

PROHIBITED USE OF AGENCY FUNDS

Under CSU system-wide regulations, student organizations are prohibited from maintaining off campus accounts with commercial banks. Agency funds may not be used to open or maintain off-campus or other unauthorized bank accounts. Accordingly, checks drawn on an agency account will never be made payable to the organization or any of its officers. However, a check may be made payable to an officer if the payment represents a reimbursement for legitimate and documented organization expenses.

OVEREXPENDITURE OF AGENCY ACCOUNTS

The ASI Business Office shall not process any requests for expenditure on an agency account at the point of depletion of funds. Any expenditure which causes an agency account to become overdrawn will constitute a financial obligation due the Associated Students, Incorporated. ASI shall initiate standard collection procedures against the authorized signatories on the agency account until such time as the overdraft is corrected.

SECTION 4. STUDENT TRAVEL FUND

Through the Student Travel Fund, students may apply to have ASI underwrite all or part of the transportation expenses and/or conference fees of students who have been invited to present original, scholarly works or performances at academic and professional conferences, institutes, and exhibitions, subject to the following provisions.

Student Travel Funds shall only be awarded for travel occurring in the current fiscal year. In no instance shall travel funds be awarded for travel in a future fiscal year.

ELIGIBILITY

To be eligible for an award from the Student Travel Fund, a student must be a regularly admitted and enrolled, fee-paying member of the Associated Students, CSULB at the time the academic presentation was prepared and application for funding is submitted. No student shall receive more than one travel fund award per semester.

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:

- A "call for papers" or other invitation for submissions issued by the conference organizer(s)
- A screening process through which submissions are competitively judged and selected for presentation
- 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:

- Continental U.S. - \$400
- 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.

In addition to the Student Travel Fund Application form, the student must also submit the following:

- Travel Requirement Notice
- EO 1051 Waiver of Liability form
- A copy of the “call for papers” or other invitation for submissions issued by the conference organizer(s).
- A letter of acceptance, invitation, or other documentation which confirms that the student’s attendance has been requested at the conference or convention; and
- A copy of the actual research paper (including an abstract) or other formal representation of the student’s work (e.g., a video or audiotape recording of the performance, a photograph of the artwork, etc.)

No application shall be accepted until all required materials are submitted.

LIMITATIONS ON ASI LIABILITY

Individuals who conduct travel made possible by an award from the Student Travel Fund do so at their own risk and shall acknowledge this fact by signing the EO 1051 Waiver of Liability form. The Associated Students, Incorporated does not supervise nor assume liability for the performance of such travel, and the provisions of ASI’s insurance policies do not cover individuals who engage in such travel.

AUTHORIZED MODES OF TRAVEL

It is preferred that all students utilize public transportation when conducting AS funded travel. Students must select the most cost effective mode of travel. In all cases where it is both feasible and practical, the following modes of transportation shall be used:

- Air Carriers: Participants in CSU-sponsored air travel on flights regulated by the U.S. Department of Transportation shall be required to purchase life and personal injury insurance in amounts stipulated by the chancellor. (CSURMA provides enrolled students of the CSU with “Student Travel Accident” coverage and a “Foreign Travel Insurance” program is available for purchase to students). Charter carriers providing CSU-sponsored student air travel shall be required to indemnify and name the CSU as co-insured in policies maintained in minimum amounts to be stipulated by the chancellor.
- Students who travel by air on flights which are not regulated by the U.S. Department of transportation and/or not subject to liability insurance minimums established by the U.S. Department of Transportation shall first obtain trip insurance covering bodily injury and death of the student and for the loss of or damage to property in the maximum amount available for American insurance carriers. ALL students who travel internationally shall be required to obtain such insurance. The cost of such insurance shall be the responsibility of the student.
- Train: Only regular carriers may be used.
- Bus: Only regularly scheduled or chartered carriers may be used. Chartered carriers must provide certification of insurance to the ASI Executive Director or designee before the student’s departure.

Travel by automobile may be authorized in those cases where public transportation is either not available or not practical. All travel by automobile must receive authorization from the ASI Executive Director or designee before it is conducted. **Travel by automobile is only permitted when the intended destination is within 300 miles of the University.**

METHODS OF PAYMENT

Unless alternative arrangements are requested, all Student Travel Fund awards shall be issued on a reimbursement basis and shall be mailed to the applicant's home address. Proof of completing travel (i.e., boarding pass, hotel folio, etc.) shall be required in order for the reimbursement to be issued.

SECTION 5. PURCHASING PROCEDURES

The methods for accessing funds in your ASI accounts are described on the following pages. These are the **ONLY** acceptable methods. Exceptions to these procedures may be made only upon approval of the Board of Control and the Senate.

The following provides you with step-by-step instructions for each of the acceptable purchasing procedures. Following these procedures and examples is essential to the ability of your organization to make use of its ASI grants and agency accounts.

THE PURCHASE ORDER PROCEDURE

The purchase order procedure should be used whenever you want to purchase goods or services from a particular company, with billing and payment to follow at a later date. **You MUST use this procedure if the total cost of the goods or services exceeds \$1,000.** You cannot use this procedure whenever the cost of the goods or services is less than \$50.

- 1) Obtain a written estimate or order form for the goods or services you wish to purchase. If the total purchase will exceed \$5,000 you must obtain competing bids from three different vendors. Bids are not required if the vendor is a government entity or another auxiliary organization of the CSU.
- 2) Pick up and complete a Request for Purchase or Payment (RPP) form, available at the ASI Business Office. Indicate on the form what it is you want to purchase, and the itemized cost of the purchase(s). For purchases over \$5,000, leave the "Payable To" section blank
- 3) Have the completed RPP signed by your Student Life and Development advisor.
- 4) Submit the RPP and all three written estimates (if applicable) to the ASI Business Office. Be sure to keep a copy for your records.

The Business Office will audit your RPP for accuracy and completeness, consult your account to verify that the proposed purchase is allowable, check your account balance, and verify your signature against those listed on your Signature Authorization Card. Afterward, the RPP will be forwarded for processing of your Purchase Order. Once the P.O. has been completed, the Business Office will either mail it to the company at the address indicated on the RPP or will hold it for you to pick up, depending upon your instructions.

Once the company receives the signed purchase order, it is authorized to deliver or release goods or services. All materials, supplies, and equipment costing \$1,000 or more must be delivered to the USU Loading Dock. The vendor will subsequently send an invoice to the ASI Business Office. When we receive the invoice, we will match it against your particular Purchase Order. The invoice will then be placed in your organization's mailbox.

- 5) Once you receive the invoice, look it over and verify that all the goods listed have been received in accordance with your order. If there is any problem with the invoice, contact the Business Office immediately! Otherwise, simply sign and date the invoice.
- 6) Promptly return the signed invoice to the Business Office. If you fail to return the invoice to the Business Office within 30 days, a hold will be placed on your account, prohibiting any further transactions until the matter is resolved.

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 person out of your pocket and request a reimbursement. A Contract must always be submitted **BEFORE** services are rendered. The ASI Business Office cannot accept after-the-fact Contracts.

- 1) Pick-up the CSULB Performance Contract form, an IRS Form W-9, an EDD Form DE-542, and an RPP from the ASI Business Office.
- 2) Fill out the Contract form **COMPLETELY**. Incomplete service contracts will not be accepted. Do **NOT** make any changes to the pre-printed terms and conditions on the contract form. If a "fill-in" provision is not applicable to your situation, indicate so by writing in "N/A".
- 3) Obtain the signature of the person with whom you are contracting and have that individual complete the EDD Form DE-542 and IRS Form W-9.
- 4) Have the appropriate university official review and approve the contract.
- 5) Complete the RPP form, requesting a check made payable to the person with whom you've contracted.

The individual or entity whose name will appear on the check **MUST** be the same on both the contract and the RPP. If the check is to be paid to an agent representing the independent contractor, both the contract and the RPP must be made payable to the agent.

- 6) Have your Student Life and Development Advisor sign the RPP where indicated.
- 7) Submit the RPP, contract form, and completed IRS Form W-9 and DE-542 to the Business Office Service Counter. Be sure to keep a copy of the RPP for your records. If you want the check to be available for release on the day of the event, then you must turn it in at least ten business days before the date on which services will be rendered.

Once received, the ASI Director of Administrative Services will review your contract for approval. You must **NOT** advertise any event featuring a contracted speaker, performer, etc. until the Director of Administrative Services has approved the contract. Checks in payment of contracts take a *minimum* of ten business days to process. Checks in payment of contracts can only be released **AFTER** the contracted services have been provided.

REIMBURSEMENT PROCEDURES

ASI fiscal policy allows you to pay cash out of your own pocket and subsequently request reimbursement from your budget. However, such requests will **ONLY** be honored under the following conditions:

- The goods or services purchased are within the intent of your account
- You provide **original** detailed receipts, showing what was purchased and the price paid
- You provide other documentation as deemed necessary by the Business Office (e.g. copies of printed materials bearing ASI logo, PRC, etc.)

- You request reimbursement only to the individual who made the original purchase; and
- The purchase was made within the last 90 calendar days.

Reimbursements are only allowed for purchases of \$1,000 or less.

REIMBURSEMENTS OVER \$100

- 1) Pick up a Request for Payment or Purchase form from the Business Office.
- 2) Complete the RPP, indicating that this is a request for a check.
- 3) In the "Payable To:" section of the RPP, insert the name of the person who made the original purchase. You will also instruct the Business Office either to hold the check for pick-up, or to mail the check to the person indicated.
- 4) Provide on the RPP a detailed description of the items purchased, how many, and at what cost.
- 5) Attach to this request all original detailed receipts that support the claim for reimbursement. Handwritten receipts must be clearly marked "PAID IN FULL" and signed by the vendor. The ASI Business Office is prohibited from issuing reimbursements without receipts.

If you are requesting reimbursement to someone for the cost of advertising or hospitality, you must attach a copy of the printed material(s) so that we can verify your acknowledgment of ASI co-sponsorship. For hospitality expenses, you must also complete and attach a Hospitality Attendance Report.

- 6) Have the RPP signed by your Student Life and Development Advisor.
- 7) Submit the RPP to the Business Office Service Counter. Be sure to keep a copy. The RPP will be checked and verified for accuracy and appropriateness.

The RPP will be forwarded to Accounts Payable, who will then process the request. Once the check has been signed by the University and returned to the Business Office, we will either hold it for you to pick up or mail it, depending upon your instructions as provided on the RPP.

REIMBURSEMENTS OF \$100 AND LESS

The ASI Business Office allows funded organizations to request cash reimbursement for minimal out-of-pocket expenditures that are within the intent of your budget, provided the following additional conditions are met:

- Cash reimbursements can only be made once per day, per organization;
- The person submitting the form, and therefore receiving the cash back, **MUST** be the person who actually spent the money in the first place;
- The Business Office can only honor requests for cash reimbursement between 9 a.m. and 4 p.m.
- The cash reimbursement procedure **CANNOT** be used to reimburse you for any payment that should be handled using a Contract.

Pick up and complete a Revolving Fund Expense Report from the ASI Business Office.

- 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.

DIRECT PAYMENT PROCEDURE

Although it is the policy of the ASI never to commit funds without the prior approval of the ASI Business Office, certain organizations do so because they have established credit with vendors who will supply goods and services without the guarantee of a purchase order or up-front payment. In such cases, it is the responsibility of the organization to submit an RPP for direct payment to the vendor upon receipt of an invoice. Direct payment to vendors is only allowed for purchases of \$1,000 or less.

Purchases made using the Direct Payment procedure must follow ASI guidelines and must be within the intent of the organization's grant award or agency account. Vendors who accept orders do so at their own risk. If a particular purchase does not fall within the intent of a budget, the invoice will not be paid, regardless of whether or not the goods have been received.

In those cases where the Associated Students refuses to allow payment due to violation of budget intent, the vendor must pursue the individual who placed the order for payment.

- 1) Pick up and complete a Request for Purchase or Payment (RPP) form, available at the ASI Business Office. Indicate on the form the name of the company from which you made the purchases, a detailed description of what you purchased, the name of the program for which the purchase was made, and the cost of the purchase. Attach the **original** bill or invoice for the purchases.
- 2) Have the completed RPP signed by your Student Life and Development advisor.
- 3) Submit the RPP and the original bill or invoice to the ASI Business Office. Be sure to keep a copy for your records.

The RPP is forwarded to Accounts Payable for processing of your check. Once the check has been completed, the Business Office will either mail it to the company at the address indicated on the RPP or will hold it for you to pick up, depending upon your instructions.

CONCLUSION

This handbook outlines policies concerning the use and administration of ASI grants and agency account funds. It will be reviewed from time to time by the ASI Treasurer and is subject to revision as policy changes occur. You are encouraged to discuss any matter concerning your accounts with your Student Life & Development Advisor or the ASI Treasurer and to make suggestions for changes to the handbook at any time.

Organizing and participating in campus activities is an opportunity for an interesting, enjoyable, and rewarding experience that will surely complement your academic studies. Many students have taken the experience gained from campus involvement and applied it toward achieving leadership positions in their respective fields of study. Although it is up to you to make the most of this opportunity, rest assured that we'll be here to help you each step of the way!

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

The above fees will be waived whenever the cause of the transaction is due to a Business Office error.

LIST OF APPROVED VENDORS

A list of local vendors that the University has approved for T-shirts and other promotional materials for Student Organizations can be found via the LRG website:

<http://software.trademarxonline.com/forms/LicensedManufacturerList.aspx>

...click on California State University, Long Beach.

MAXIMUM ALLOWABLE SUBSIDY LIMIT FOR GRANT EXPENSES

Please refer to the Maximum Subsidy Allowances tab at the bottom of the Grant Application for the maximum allowed expenses to be covered by ASI grants.

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 ensure that you have or can obtain the proper documentation.

Commodity or Service Purchased (listed alphabetically)	Description	Required for Payment to Vendor/Contractor	Required for Reimbursement
Advertisement	Print or electronic media advertising	<ul style="list-style-type: none"> ✓ Original invoice or contract from vendor ✓ Vendor Data Record (if new vendor and purchase is over \$1,000) ✓ Copy of advertisement 	<ul style="list-style-type: none"> ✓ Original receipt from vendor ✓ Copy of advertisement
Contracted Services by Independent Contractors	Amounts paid to independent contractors for services rendered to student organization	<ul style="list-style-type: none"> ✓ CSULB Performance Contract ✓ IRS Form W-9 ✓ EDD Form 542 	REIMBURSEMENTS NOT PERMITTED
Contracted Services by Performing Artists	Amounts paid to performing artists for services rendered to student organization	<ul style="list-style-type: none"> ✓ CSULB Performance Contract ✓ IRS Form W-9 ✓ EDD Form 542 	REIMBURSEMENTS NOT PERMITTED
Contracted Services by Speakers	Amounts paid to speakers/lecturers for services rendered to student organization	<ul style="list-style-type: none"> ✓ CSULB Performance Contract ✓ IRS Form W-9 ✓ EDD Form 542 	REIMBURSEMENTS NOT PERMITTED
Equipment	Equipment and durable furnishings costing less than \$1,500 per unit	<ul style="list-style-type: none"> ✓ Packing slip signed by student receiving/accepting goods or materials ✓ Original invoice from vendor ✓ Vendor Data Record (if new vendor and purchase is over \$1,000) ✓ Property Acquisition Form (if \$500 or over) 	<ul style="list-style-type: none"> ✓ Original receipts from vendor ✓ Property Acquisition Form
Equipment/Facility Rentals	Rental payments for the use of equipment and/or facilities	<ul style="list-style-type: none"> ✓ Original invoice or contract from lessor ✓ Vendor Data Record (if new vendor and purchase is over \$1,000) 	<ul style="list-style-type: none"> ✓ Original receipt from lessor
Fees (other than Conference Registration)	Payments for licenses, permits, taxes, penalties, etc.	<ul style="list-style-type: none"> ✓ Original invoice, letter or remittance form from agency assessing fees 	REIMBURSEMENTS NOT PERMITTED
Lodging	Overnight accommodation expenses incurred by students while engaged in professional development, competition, or organization-related travel	<ul style="list-style-type: none"> ✓ Copy of program or agenda of event for which travel is being conducted ✓ Travel Expense Report ✓ Original invoice(s) from hotel or other lodging provider ✓ Vendor Data Record (if new vendor) 	<ul style="list-style-type: none"> ✓ Copy of program or agenda of event for which travel is being conducted ✓ Travel Expense Report ✓ Original receipt(s) for lodging expenses (e.g. hotel folio)
Mileage	Expenses incurred by the use of personal automobiles by students while engaged in professional development, competition, or organization-related travel	PAID ON A REIMBURSEMENT BASIS ONLY	<ul style="list-style-type: none"> ✓ Private Vehicle Authorization Form (if not already on file) ✓ Proof of mileage (e.g. MapQuest printout)
Postage	Stamps, postage, or delivery charges for mailings	PAID ON A REIMBURSEMENT BASIS ONLY	<ul style="list-style-type: none"> ✓ Original receipts from postal carrier

Commodity or Service Purchased (listed alphabetically)	Description	Required for Payment to Vendor/Contractor	Required for Reimbursement
Printed Materials	Flyers, posters and handbills	<ul style="list-style-type: none"> ✓ Packing slip signed by student receiving/accepting goods or materials ✓ Original invoice from vendor ✓ Vendor Data Record (if new vendor and purchase is over \$1,000) ✓ Copy of material to be printed 	<ul style="list-style-type: none"> ✓ Original receipt from vendor ✓ Copy of any printed materials
Program Supplies/ Materials	Non-durable, consumable supplies purchased for the operation of a program or service; instructional supplies; decorations; training materials	<ul style="list-style-type: none"> ✓ Packing slip signed by student receiving/accepting goods or materials ✓ Original invoice from vendor ✓ Vendor Data Record (if new vendor and purchase is over \$1,000) 	<ul style="list-style-type: none"> ✓ Original receipts from vendor
Refreshments	Refreshments provided to students, guests, etc.	<ul style="list-style-type: none"> ✓ Original invoice from vendor ✓ Vendor Data Record (if new vendor and purchase is over \$1,000) ✓ Hospitality Attendance Report 	<ul style="list-style-type: none"> ✓ Original receipts from vendor ✓ Hospitality Attendance Report
Registration Fees	Registration fees for attendance at conferences, seminars, etc.	<ul style="list-style-type: none"> ✓ Original invoice from vendor OR ✓ Registration form 	<ul style="list-style-type: none"> ✓ Proof of payment (cancelled check, credit card receipt, confirmation notice, etc.) ✓ Copy of completed registration form
Repairs & Maintenance	Costs associated with repairing or maintaining equipment	<ul style="list-style-type: none"> ✓ Original invoice from vendor ✓ Vendor Data Record (if new vendor and purchase is over \$1,000) 	<ul style="list-style-type: none"> ✓ Original receipts from vendor
Tools	Hardware, implements, and other sundries typically used in maintenance and repair work.	<ul style="list-style-type: none"> ✓ Packing slip signed by student receiving/accepting goods or materials ✓ Original invoice from vendor ✓ Vendor Data Record (if new vendor and purchase is over \$1,000) 	<ul style="list-style-type: none"> ✓ Original receipt from vendor
Transportation	Airfare, bus fare, train or other conveyance expenses incurred by staff or students for professional development, competition, or business-related purposes	<ul style="list-style-type: none"> ✓ Travel Expense Report ✓ EO 1051 Release of Liability ✓ Original invoice(s) from travel agent or conveyance provider (e.g. airline) ✓ Vendor Data Record (if new vendor and purchase is over \$1,000) 	<ul style="list-style-type: none"> ✓ Travel Expense Report ✓ EO 1051 Release of Liability ✓ Original receipt(s) for transportation costs ✓ Boarding pass or customer copy of ticket (for air transportation)