

ASSOCIATED STUDENTS, INCORPORATED

Grant Administration Handbook

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2009

CALIFORNIA STATE UNIVERSITY, LONG BEACH

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THE ASSOCIATED STUDENTS BUSINESS OFFICE

The Associated Students Business Office located in Room 220 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 7:00 p.m., Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Fridays.

As the Treasurer or other officer of an organization receiving ASI grants, 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 grants. In order to be certain of this, ASI requires you to successfully complete the Student Fiscal Officer Certification Test. This is an examination based on this manual. Your ability to pass the exam will demonstrate that you have read and understand the ASI's policies and procedures.

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.

STUDENT ORGANIZATION PROGRAM GRANTS

POLICY ON MANDATORY STUDENT FEES

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.

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.

STUDENT ORGANIZATION PROGRAM GRANTS

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.

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

AS 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. Different groups may be funded at different levels because different organizations require different amounts of money to function effectively on campus.

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 present a detailed plan about the activities for which it is seeking support
- The student organization's activity must not duplicate current offerings
- The student organization's activity must be open to all students
- The student organization's proposal must be fiscally responsible
- 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

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.

POLICY ON FUNDED ACTIVITIES

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 transliterator 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 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.

In order to become an authorized signatory, a student must pass the Student Fiscal Officer Certification Test. Only currently enrolled students may serve as authorized student signatories for student organization grants.

ACKNOWLEDGMENT OF A.S. 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 December 15.
- Paperwork to spend grants allocated for the second fiscal period (December 1 through February 28) must be submitted no later than March 15.
- Paperwork to spend grants allotted for the third fiscal period (March 1 through May 31) must be submitted no later than June 15.

An up-to 30-day extension of the submission deadline may be granted at the discretion of the ASI Treasurer. Any budget allotments not expended by these deadlines will 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 from the ASI Government Office (USU-311). 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. For instance, if you want to reschedule your grant allotment for the first fiscal period, you must do so no later than November 30.

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 the funding level of existing programs. **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 available from the ASI Government Office (USU-311). All requests for additional funds must be presented to the Board of Control and Senate for approval. The Senate is the final authority on all ASI financial matters.

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 A.S. 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, 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 AS 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.

All requests for expenditure of an ASI grant MUST be accompanied by an approved Program Regulation Clearance (PRC) Form, providing proof that the event or activity for which purchases are requested has either taken place or is scheduled to take place.

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.

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.
- 5) **Program Supplies.** Program supplies are miscellaneous materials that are instrumental to producing the program. Depending on the type of program, this could be just about anything, provided the A.S. considers it essential and necessary to the program's success. Past examples of program supplies funded by the A.S. include Halloween decorations, costume rentals, building materials, videotape, and electrical supplies.
- 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.
- 8) **Group Travel.** Lodging and transportation costs for students participating in intercollegiate academic competitions.
- 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 A.S.
- 11) **Contracts.** Formal agreements made with individuals or organizations to compensate them for performing a service connected with an event or activity. Examples include agreements with guest speakers, performing artists, facilitators, trainers, coaches, and masters of ceremonies. Please note

that payments to CSULB staff and faculty members are prohibited, as are payments to members of your organization.

- 12) **Equipment.** Physical resources such as machinery, furniture, and fixtures that are critical and necessary to the successful production of an event or activity are eligible for funding as equipment. Examples of past equipment purchases funded by the A.S. include racing shells, theatre curtains, exhibit lighting, and mechanical components of a solar-powered automobile. The A.S. will only fund equipment purchases on a "matching funds" basis. In other words, student organizations are required to raise one-half of the total purchase cost through their own fundraising efforts. Furthermore, the purchase must provide to CSULB student beyond the membership of your organization.
- 13) **Repairs and Maintenance.** Supplies and services for repairing and maintaining equipment used in connection with an event or activity.

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) **Hospitality.** ASI grants cannot be used for any expense related to the production of a student organization's banquet or luncheon or for refreshments provided at a student organization meeting. ASI funds can NEVER be used to pay for alcoholic beverages. Furthermore, you may not use your ASI grant to pay for tips or gratuities.
- 6) **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.
- 7) **Faculty Compensation.** You cannot use your ASI grant to compensate CSULB faculty for services rendered to your organization.
- 8) **Ex Post Facto Contracts.** You cannot use your ASI grant to make payment on a contract entered into after services have been rendered.
- 9) Live animals
- 10) Radioactive materials

- 11) Hazardous substances such as solvents, toxic materials, and chemicals
- 12) Ethyl alcohol, narcotics and dangerous drugs
- 13) Tobacco and tobacco products
- 14) Firearms and other weapons
- 15) Precious metals
- 16) Explosives
- 17) T-shirts, sweatshirts, baseball caps, or other items of apparel produced, manufactured, assembled, or distributed by contractors that engage in sweatshop practices

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 A.S. 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.

FIRST THINGS FIRST: PROGRAM PLANNING

Before you can access funds in any of your grant accounts, you need to engage in perhaps the most critical step of all: PLANNING. Remember that a copy of an approved Program Regulation Clearance (PRC) form **MUST** accompany all requests for expenditure from an ASI grant. The only way to obtain a Program Regulation Clearance form is to schedule the event through the University Student Union Scheduling Office. You must schedule the event regardless of where it is being held.

There are several reasons why ASI requires the Program Regulation Clearance form. First, it provides the best evidence that the event or activity for which purchases are being requested has actually taken place or is scheduled to take place. Secondly, it demonstrates to ASI that the student organization has received program advising and planning assistance from the Office of Student Life and Development. Finally, it serves to place the event on the university Calendar of Events, providing maximum exposure of ASI funded events to the CSULB student population.

Effective program planning should reduce your workload (and stress level) considerably by eliminating the need for last minute rush jobs and requests for policy exceptions. It should also result in better programs for all concerned.

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.

PURCHASING PROCEDURES

The methods for accessing funds in your ASI grants 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.

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, a copy of your PRC, 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 grant 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. **Purchase Orders take a *minimum of four business days to process*.** 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 the ASI Director of Administrative Services, it becomes a legally binding document. This document states that ASI 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) Determine the appropriate contract form for the type of service you are procuring: Speaker Contract, Artist Agreement, or Independent Contractor Agreement
- 2) Pick-up the contract form, an IRS Form W-9, an EDD Form DE-542, and an RPP from the ASI Business Office.

- 3) 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".
- 4) 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.

- 5) Have your Student Life and Development Advisor sign the contract and the RPP where indicated.
- 6) 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-9.¹
- 7) Submit the RPP, PRC copy, 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 seven 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 seven 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 grant award
- 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.

¹If for some reason, you cannot obtain the independent contractor's signature on the contract form, go ahead and submit the contract and the completed RPP to the Business Office. A copy of the contract will be returned to you. This allows the Business Office to process the contract payment while you obtain the contractor's signature. Payment will not be released, however, until a signed copy of the contract is received in the Business Office, along with the completed W-9 and DE-542 Forms.

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

REIMBURSEMENTS OVER \$50

- 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 and PRC copy 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. **Requests for reimbursement checks take a *minimum of four business days to complete*.** 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 \$50 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 and PRC copy 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. 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, a copy of your PRC, 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. **Checks take a minimum of four business days to process.** 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.

CSULB SERVICE ORDER PROCEDURES

Student organizations wishing to have tables and/or chairs provided for an event occurring outside of the University Student Union or Soroptimist House will be assessed a charge for this service by CSULB Plant Operations. If the tables and chairs are being provided for an ASI-funded program or activity, these charges are payable from your ASI grant. In order to procure and pay for this service, however, the following procedures must be followed:

- 1) Obtain a CSULB Service Order Form from the Office of Student Life and Development. Complete Items #1 through #7 and Item #13.
- 2) Obtain an RPP form from the ASI Business Office. Complete the RPP, requesting a Purchase Order payable to "CSULB Plant Operations". In most cases, you will have to estimate the total cost on the RPP.
- 3) Have the completed RPP signed by your Student Life and Development Advisor.
- 4) Submit the RPP, a copy of your PRC and the CSULB Service Order Form to the ASI Business Office.

The RPP and CSULB Service Order Form will be forwarded to Accounts Payable for processing. CSULB Service Orders take a minimum of four business days to process. Once the Service Order has been completed, the Business Office will either mail it to Plant Operations or will hold it for you to pick up, depending upon your instructions.

Once Plant Operations receives the completed and approved Service Order, they will provide you with the services requested. CSULB will invoice the ASI Business Office for these services, at which time we will charge your account.

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 need not spend these funds by the fiscal year end.

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. Most disbursements and withdrawals from an Agency Account are assessed a 4% service charge to cover banking, bookkeeping, and accounting costs.

If your organization sponsors a fund-raising activity without the aid of ASI funding, then the money generated and its disposition are considered your organization's responsibility.

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

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. University Administrative Procedure 87-04 governs the solicitation, acceptance, and deposit of donations and cash contributions.

The solicitation and acceptance of any contribution of \$250 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
kcourtne@csulb.edu
Foundation Building, Room 160

Christina Limon-Lara
Development Associate
Associated Students, Incorporated
(562) 985-2402
climonla@csulb.edu
University Student Union, Room 311

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 the University.

Contributions 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, acceptance and deposit of donations and cash contributions are governed by University Administrative Procedure 87-04. Solicitation and acceptance of cash contributions must be coordinated through the Division of University Relations and Development located in BH 387.

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

The deposit of all cash contributions (cash, checks, etc.) 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

Money raised through non-ASI supported sales activities are not under the programmatic nor budgetary control of ASI. Therefore, such funds may be used for whatever purpose the student organization desires. However, ASI prohibits the use of these funds for the purchase of alcoholic beverages for off-campus events. 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.

CONTRIBUTIONS

Cash contribution revenue must be used in a manner consistent with the intent and restrictions placed on the contribution by the donor. 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.

MAINTAINING AN OFF-CAMPUS ACCOUNT

ASI discourages, but cannot prohibit, student organizations from maintaining off campus bank accounts. Off campus bank accounts are considered the sole responsibility of the student organization holding them. Therefore, you may NOT use the name of ASI nor CSULB in conjunction with such accounts. You must make the bank fully aware that your bank account is in no way associated with the university or ASI. Businesses that accept checks from your off-campus bank account must be made aware of the same. Furthermore, you may NOT deposit funds received from ASI into an off-campus bank account. To prevent this, ASI will never issue a check payable to a student organization, even if issued from an agency account.

ASI recommends that your off-campus bank account bear the names of three authorized signatories, with no fewer than two required for the withdrawal of funds or writing of checks. Checks should be printed with the name of your organization or affiliate and should be printed with spaces for two required signatures.

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 is an indication that you may not possess the time or capabilities to adequately handle your organization's finances. Such cases 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	\$15.00
Void a Staledated Check	\$10.00
Reissue a Lost or Stale Check	\$20.00
NSF Check Deposited to Account	\$15.00

Rush Purchase Order	\$10.00
Rush Check	\$20.00

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

CONCLUSION

This handbook outlines policies concerning the use and administration of ASI grants. It will be reviewed from time to time by the Board of Control and is subject to revision as policy changes occur. You are encouraged to discuss any matter concerning your grant 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!