



Financial Handbook for Student Leaders

A Guide to Understanding How to Fund and Pay for Programs
(May 2008 Printing)

The intent of this pamphlet is to provide student leaders and organizational advisors with access to the information necessary to request funding for student-sponsored programming from the Associated Students – the student government of California State University, Fullerton. The information contained herein is best seen as a guide for the novice and ought to be supplemented with direct advisement from the ASI/TSU Office of Program Support (Titan Student Union, Room 269), one of the ASI funding councils, or the ASI Government Executive Staff (Titan Student Union, Room 207). It is important to remember that following the process does not guarantee funding. It only allows that the request for allocation be processed as efficiently as possible. Student leaders may obtain the forms discussed herein at the ASI/TSU Office of Program Support.

Produced by:
ASI/TSU Office of Program Support
Titan Student Union, Room 269

Anthony Ragazzo, Jr., Director
714.278.7734, aragazzo@fullerton.edu
Drew Wiley, Program Support Assistant
714.278.7736, dwiley@fullerton.edu
Nicole Virtucio, Programming Support Coordinator
714.278.8464, nvirtucio@fullerton.edu
Hiro Okahana, Government Support Coordinator
714.278.7698, asigovsupport@fullerton.edu

Contents

- A. Corporate Policies, Practices and Interpretations**
 - 1. ASI Funded Events Must Be Free
 - 2. ASI Funded Events & Classes
 - 3. ASI Acknowledgment
 - 4. Agendas and Minutes
 - 5. Secret Ballot Voting
 - 6. Purchasing and Expenditures
 - a. Purchases over \$2500
 - b. Office Supplies
 - c. Tee Shirts
 - d. Photocopying
 - e. Daily Titan
 - f. Original Receipts
 - g. Website
 - h. Professional Organization Membership
 - i. Non-Consumable Items
 - j. Flyers
 - k. Fundraising/Donations
 - l. Reimbursing Agency Accounts
 - m. High School Conferences
 - n. Alcoholic Beverages
 - o. Banquets
 - 7. Programming, Contracts, Risk Management
 - a. Contracting Services
 - b. Event Insurance/Risk Management
 - c. Off-Campus Events
 - 8. Titan Student Union Policies
 - a. Impacted Event Attendance Policy
 - 9. Travel, Conferences and Driving
 - a. Travel Funding Policy
 - b. Travel Advance
 - c. International Travel
 - d. Conference Attendance Report
 - e. Travel Reimbursement
 - f. Delegate Contracts
 - g. Academic Field Trip
 - h. Use of Personal Vehicles
 - i. Use of Rental Vehicles
 - j. Area Limitation on Driving to Conference/Competition
 - k. Line Item Transfers Involving 8077
- B. How to Pay for an Event**
 - 1. Action Number
 - 2. Allocation Dispersal Form
 - 3. Allocation List
 - 4. Travel Expense Report
 - 5. Check Requisition Form
 - 6. Purchase Requisition Form
 - 7. Standard Agreement Form
 - 8. Office Supply Order Form

Corporate Policies, Practices and Interpretations

The following policies and practices represent the most commonly utilized and questioned policies, practices and financial customs of the ASI. Additionally, various sections provide interpretations and intent of said policies, practices and customs. Still other sections refer to standing practices not listed or detailed in writing otherwise. All are part of the standing ASI corporate policies, practices and interpretations meant to be followed by all ASI programs. Be wary, this list is not intended to be inclusive of all policies, practices, customs and interpretations. Therefore, it is necessary when utilizing ASI fees for an event, program or conference that you contact the ASI/TSU Office of Program Support (Titan Student Union, Room 269) well in advance to ensure proper planning and compliance.

1. All ASI sponsored events must be free to California State University, Fullerton students. See ASI Annual Fiscal Budget, *Associated Students Inc. Events Admission Fee Policy*.
2. All ASI sponsored events must not be connected to any course or academic requirement, except for ASI Research Grants. This statement should be interpreted to mean that ASI fees may not be spent on speakers, lecturers, materials related to the instruction of a course. Additionally, this statement should be interpreted to mean that ASI does not fund any travel to, registration, fees or the like for any course, seminar, instruction, workshop which provides academic units (credit).
3. ASI Acknowledgment – All programs funded through ASI fees need to acknowledge the funding of the program by the Associated Students, California State University, Fullerton, Incorporated. If the funding is greater than 50% of the total cost of the event, then the ASI logo needs to be included on all printed materials at no less than 5% of the total size of the printed material. On banners, the ASI logo needs to be displayed conspicuously. Programs funded less than 50% likewise need the acknowledgment, but no specific size regulations exist. In order to make compliance easy, stickers with the ASI logo are available in both the ASI/TSU Office of Program Support (Titan Student Union, Room 269) and the ASI Government Office (Titan Student Union, Room 207). Executive Senate councils and programs need to make mention of the ASI funding by announcement before and after an event. Failure to comply with this policy places the entire Council's or Program's budget in jeopardy. The ASI Board of Directors has implemented a five stage warning system that in the third step begins to assess financial penalties to the entire Council's or Program's budget. See ASI Policy Statement #207.
4. Agendas and Minutes – Executive Senate Councils and Programs must provide a copy of their agendas and minutes to the ASI Executive Staff Office (Titan Student Union, Room 207) and the ASI/TSU Office of Program Support (Titan Student Union, Room 269). The posting of agendas must be in accordance with the Gloria Romero Act and applicable ASI Corporate Policy Statements. See ASI Policy Statements #502. Minutes must be turned in within 2 weeks of the meeting.
5. Secret Ballot Voting – As Executive Senate Councils and Programs are dealing with public funds, voting should be conspicuous by hand-raising, roll-call, standing, etc. Secret ballot voting is prohibited. This includes voting for elections of officers. For more information, contact the ASI/TSU Office of Program Support (Titan Student Union, Room 269).
6. Purchasing and Expenditures (Most of the below are contained in full in the ASI Budget Policies and Procedures in the ASI Annual Fiscal Budget publication. Others have the ASI Policy Statement referred to listed. Still others are interpretations or practices and are only referenced herein.)
 - a. Purchases over \$2500 – Purchases exceeding \$2500 require three written bids attached to the completed purchase order or check requisition form.
 - b. Office Supplies – All office supply purchases must be coordinated centrally. Executive Senate Councils are to place orders through the ASI/TSU Office of Program Support (Titan Student Union, Room 269, 714-278-7736). Reimbursements for office supplies purchased through any other means will not be allowed.
 - c. Tee Shirts – ASI funds tee shirts for no more than \$12.00 per shirt. Graphic Services and Promotions (Titan Student Union, Room 4, 714-278-3915) can assist student organizations in locating vendors. T-

shirt funding is available only to those ASI programs and councils for which t-shirt funding was included in their budgets. ASI fees cannot fund t-shirts for clubs and organizations.

- d.** Photocopying – For normal photocopying, ASI fees do not fund copies at more than \$.05 per copy. Once again, Graphic Services and Promotions (Titan Student Union, Room 4, 714-278-3915) can assist student organizations with printing and publication needs.
- e.** Daily Titan – ASI fees cannot be used for advertisements in the Daily Titan unless specifically approved by the ASI Vice President of Finance.
- f.** Original Receipts – ASI only reimburses original receipts. Credit card receipts submitted must include the itemized bill. Bank statements, credit card and other like statements are not acceptable. Photocopies or duplicate copies are not permitted.
- g.** Website – The ASI does not provide student fees to maintain or create any website other than its own corporate one. For reasons of liability, the ASI limits links to/from its website as well as unhosted pages.
- h.** Professional Organization Membership – The ASI fees cannot pay for any individual’s personal membership or dues to professional organizations.
 - i.** If the cost of a conference includes an individual membership and the individual membership is not itemized, then the individual membership is allowed as it cannot be separated out. Proof is required that the cost of the individual membership is included and cannot be itemized.
 - ii.** If the cost of a conference includes an individual membership and the individual membership is itemized, then the individual membership is disallowed as it is listed as a separate charge.
 - iii.** If the cost of the conference is less expensive for members, then the Executive Senate Council or Program may fund the lesser amount and hold the student requestor responsible for the
- i.** Non-Consumable Items – All non-consumable items purchased by Executive Senate Councils and Programs with ASI fees remain the property of the Associated Students Inc. Contact the ASI/TSU Office of Program Support (TSU 269, 714-278-7736). See ASI Policy Statement #206.
- j.** Flyers – ASI fees cannot fund flyers promoting club meetings for any reason. However, ASI fees may fund flyers promoting events. For more information contact the ASI/TSU Office of Program Support (Titan Student Union, Room 269, 714-278-7736).
- k.** Fundraising/Donations -- Executive Senate Councils and Programs are not permitted to provide funds for fundraising activities to its member organizations nor to donate or use ASI fees to support any charity, charitable event, or philanthropy. The ASI Board of Directors reserves the right to make all decisions regarding donating student fees to charitable events and/or philanthropies, see ASI Policy Statement #208.
- l.** Reimbursing Agency/University Accounts – The ASI pays directly to the source of expense and does not desire to reimburse payments made from club agency accounts or university accounts. Additionally, the ASI is required to have and maintain original copies of receipts, contracts, invoices, etc. to make payment.
- m.** High School Conferences – The ASI does not provide fees to sponsor outreach events such as High School Conferences.
- n.** Alcoholic Beverages – In accordance with ASI Policy Statement #209, no ASI funds shall be used for the purchase of alcoholic beverages.
- o.** Banquets – Executive Senate Councils and Programs may spend a maximum of \$250 of student fees for a banquet or year-end event for members of the particular council or program as long as it has been provided for in the approved budget. The ASI does not fund

difference or the Executive Senate Council or Program may fund the higher registration cost.

banquets or year-end events for individual clubs and organizations. Banquets or banquet-like events are not to be funded. The rule of thumb is “if it looks like a duck, quacks like a duck, walks like a duck; it’s a duck.” For more information, contact the ASI/TSU Office of Program Support (TSU 269, 714-278-7736).

insurance policy will not be modified, changed or cancelled without thirty (30) days prior written notice to said Associated Students, California State University, Fullerton, Inc., to the State of California, and to the Board of Trustees of the California State University. The Associated Students, California State University, Fullerton, Inc., and the State of California are not liable for the payment of premiums or assessments on this policy. “

7. Programming, Contracts, Risk Management

- a. Contracting Services – In the implementation of programs and events, it is often necessary to contract with performers, speakers, and other businesses to carry through on the event. ASI contracting incurs a financial and legal liability; the ASI Board of Directors has limited the number of personnel who may authorize such liability. Presently, the ASI/TSU Director of Program Support and, ultimately, the ASI Executive Director are authorized to do so. Thus, contracts for events and programs utilizing ASI fees must be presented to the ASI/TSU Office of Program Support (Titan Student Union, Room 269) and finalized (signed by both parties) prior to the event. See page 7 #6 for further information about working with contracts.
- b. Event Insurance/Risk Management – Most events funded by ASI fees are covered under the ASI Corporate Insurance. Oftentimes though, an endorsement and statement of additional insurance are needed from a service provider. In such situations, the ASI/TSU Office of Program Support (Titan Student Union, Room 269, 714-278-7736) needs to be in receipt of such a statement at least 48 hours prior to the event. Student leaders should contact the office well in advance of a program to ascertain if such a statement is needed or if additional insurance needs to be purchased. The minimum required insurance is as follows:
 - i. Proof of Worker’s Compensation Coverage
 - ii. \$2 million per incidence
 - iii. \$2 million aggregate
 - iv. Endorsement with wording: “The Associated Students, California State University, Fullerton, Inc.; the State of California; the Trustees of the California State University; California State University, Fullerton; and all of their several officers, agents, volunteers and employees are named as additional insured. This

- c. Off-Campus Events – In accordance with ASI Board of Directors policy, the funding of off-campus events has been curtailed. Groups desiring to gain funding for an event held off-campus must first complete a form available on the Executive Senate webpage or from the ASI Vice President of Finance (Titan Student Union, Room 207, 714-278-3295) and have the event reviewed by the ASI/TSU Office of Program Support (Titan Student Union, Room 269, 714-278-7736). Next, the group needs to obtain the approval of the ASI Finance Committee and then the ASI Board of Directors. In some situations, the ASI/TSU Office of Program Support (Titan Student Union, Room 269, 714-278-7736) needs to conduct a walk-through of the facility prior to a hearing with the ASI Finance Committee to ensure that the facility meets current risk management standards. Student leaders should contact the office well in advance of a program to ascertain if such a walk-through is needed. THERE IS A MINIMUM 4 WEEK ADVANCE REQUIRED.

- 8. Titan Student Union Policies – The Titan Student Union maintains a set of policies for use of the Union. Copies of the policies are distributed during Blue Prints meetings (contact the Student Organization Area, TSU for more details) or from the University Conference Center (Titan Student Union, Room 121, 714-278-5867).

- a. Impacted Event Attendance Policy – The Titan Student Union utilizes the University’s impacted attendance policy, which limits attendees to student organization parties to Cal State Fullerton students and their guests with appropriate school identification. Details of this policy are explained in Blueprints meetings (contact the Student Organization Resource Center, Titan Student Union, Room 245, 714-

278-7622 for more details) or from the University Conference Center (Titan Student Union, Room 121, 714-278-5867).

- 9.** Travel, Conferences and Driving (Budget Policies and Procedures in the ASI Annual Fiscal Budget publication, as well as the ASI Policy Statements outlined herein.)
 - a.** Travel Funding Policy: ASI policy is that travel to conferences typically should not exceed \$500.
 - i.** Individuals may receive up to \$500 for travel without proof of personal contribution.
 - ii.** Individuals receiving an amount over \$500 must show proof of no less than a 25% personal or outside contribution of the total cost
 - iii.** Each council reserves the right to enforce a personal contribution percentage including allocations below \$500.
 - b.** Travel Advance: The ASI only advances costs related to conference registration.
 - c.** International Travel – In accordance with ASI Policy Statement #211, the ASI Finance Committee and the Board of Directors must approve all international travel. Additionally, international travel insurance must be purchased (minimum \$500) and paid for by the funding council.
 - d.** Conference Attendance Report – In accordance with ASI Policy Statement #213. Students receiving funding for conference attendance must present a seminar to their academic unit/student organization which outlines information gathered at the conference that is pertinent to other students in their major/student organization, within 15 days of their return from the conference. The date, time, and place this presentation takes place will be provided to the funding council in writing at the initial request for funding. The report is a minimum of 350 words summarizing the topics/panels/speakers attended and what was learned from them; what will be brought back to the university by the student, how CSUF and ASI benefit from the student’s attendance at the conference.
- The paper must be turned in to the ASI/TSU Office of Program Support (Titan Student Union, Room 269, 714-278-7736) office by the presentation date.
- e.** Travel Reimbursement – ASI requires that original tickets and boarding passes be submitted for reimbursement as well a Delegate Contract Form and an Academic Field Trip Form.
 - f.** Delegate Contract – ASI requires that all students traveling complete the Delegate Contract Form and turn it in to the advisor’s office for the funding/funded council/program. See ASI Policy Statement #213. The form is available on the ASI Executive Senate website.
 - g.** Academic Field Trip Form – ASI requires that all students traveling complete the University’s Academic Filed Trip Form, available through the council advisor, which is to be completed and returned to the council advisor.
 - h.** Use of Personal Vehicles – For purposes of enacting programs, it is sometimes necessary for student leaders to utilize their personal vehicles. All travel must originate and conclude on campus. As this use creates a liability for the ASI, it is required that any student leader who uses his/her personal vehicle complete the Authorization to use Privately Owned/Rented Vehicle Form and provide a photocopy of his/her driver’s license and current insurance with the ASI/TSU Administrative Offices (Titan Student Union, Room 218, 714-278-2401). This form is available on the ASI Executive Senate website.
 - i.** Use of Rental Vehicles – From time to time, groups utilizing ASI funds rent cars or other vehicles for use to travel to and from events or conferences. The ASI requires that the rental vehicle be covered by the insurance provided by the rental agency. Due to safety concerns, the ASI does not allow the rental of larger vehicles, e.g. passenger vans bigger than a minivan, large SUVs (Expedition, Escalade). The ASI has business accounts with Enterprise. For more information contact the ASI/TSU Office of Program Support (Titan Student Union, Room 269, 714-278-7736).

- j. Mileage/Gas Reimbursement – ASI only reimburses mileage for personal vehicle usage. ASI only reimburses gas for rental cars.
- k. Area Limitation for Driving – The ASI typically does not fund individuals to drive to a conference or competition outside of the following area: San Francisco Bay Area to the north, Phoenix/Tucson to the East and San Diego to the south.
- l. Line Item Transfers Involving 8077 Line – In accordance with ASI Policy Statement #212, the ASI Finance Committee and the Board of Directors must approve any line-item transfer involving the travel line item. For transfers under \$500, the request only needs to go to the Finance Committee.

How to Pay for an Event

General Instructions – Once an event or program has been approved for funding, several steps need to be taken in order to process the spending of the funds. It is important to ensure that all steps and forms are followed carefully as it may delay the processing of payments. All forms need to be authorized by both the funding body's Financial Officer and the ASI/TSU Director of Program Support.

1. **Travel Expense Report** – The funding body's Financial Officer assists the student who received a travel allocation with completing this form and attaching all travel receipts to the form – both those that are being reimbursed and those which are being paid for by the student.
2. **Check Requisition Form** – – For most transactions, a check requisition form is used. An electronic version of the check requisition can be found on the Executive Senate webpage. The Financial Officer of the council fills out the form. Check requests need to be complete for the Accounting Office in order to process. Here are a few requirements and guidelines:
 - a) It is important that the form contain the *Action Number*, the budget number and the amount approved by the General Council for

funding councils or the amount approved by the ASI Board of Directors for funded councils.

- b) Name and telephone number of requestor.
- c) Name of payee – please print or write legibly.
- d) Mailing address of payee – again print or write legibly.
- e) Account to be charged and related dollar amount(s).
- f) **The amount paid out may be less than approved, but cannot be more.** If the amount is more than approved, a new request for funding needs to be made to the funding body.
- g) Description of disbursement - list invoice numbers to be paid, provide detail about expense.
- h) Signatures
 1. The Chair or Financial Officer signs as the Program Director
 2. The Director of Program Support signs as the advisor, for all funding councils and Mesa Cooperativa.
- i) For multiple receipts/invoices, attach adding machine tape to support total check amount.
- j) Supporting documentation needs to be originals.
 1. If a copy, fax or internet print-out is provided, certifications by the Office of Program Support are done.
 2. Statements, packing slips, credit card and ATM slips are **not valid** supporting documentation and require certifications.
 3. Payment for services of an individual (i.e. performers, speakers, honorariums) requires a Standard Agreement Form and a W-9 Form to be attached to the check request. For non-resident payees, an IRS W-8 Form should be attached in lieu of the IRS W-9.
 - i. For non-resident speakers, all international guest forms must be completed.
 - ii. If for an individual, the social security number must be included on the check requisition.
 - iii. If for an entity, the federal identification number must be included on the check requisition.
 - iv. Both of these forms are available electronically on the Executive Senate webpage
- k) Advance payment for travel related items (i.e. airfare, hotel) need to be submitted on a Travel Advance form if allowable.

- l) All travel related expenses must be recorded on a Travel Expense Form.
- m) Payment for completed airline travel requires an applicable boarding pass or certification.
- n) Funds must be available in order to process the check request. If in doubt contact Accounting for current balances.
- o) Indicate disbursement preference (i.e. mail/hold for pick-up/deposit). If not specified, check will be mailed.
- p) Use tax will be added to the check request for purchases from an out-of-state vendor that did not charge applicable sales tax.
- q) Complete check requests received in the Accounting Office by noon on Tuesday will be available for pick-up at 3:00pm on Friday.
- r) Late submissions will be not processed until the following week.
- s) Incomplete check requests will be returned to the Office of Program Support and by extension the Executive Senate council for follow-up and correction.

3. Purchase Order Requisition Form – This form is used to create a purchase order. A purchase order tells a vendor that ASI promises to make payment upon the receipt of an invoice. The form needs to be completed in detail along with the Action Number, the payee’s information, a detail of the items to be purchased with the prices listed. Prior to submitting the form to the ASI Accounting Office, it is authorized by the funding body’s Financial Officer and the ASI/TSU Director of Program Support. Upon receipt, the ASI Accounting Office obtains authorization from the Vice President of Finance and the Executive Director. Then, the ASI Accounting Office issues a purchase order, which is a record of the purchase with a “purchase order number” listed on it. The purchase order is then sent to the vendor, who in turn sends the merchandise ordered with a bill. The bill then is approved for payment by the requestor and the ASI Accounting Office issues a check for payment. Most businesses accept purchase orders.

4. Standard Agreement Form (Standard Contract) – The Standard Agreement Form, standard contract, is the only means for contracting a performer or lecturer that is funded by one of the ASI funding bodies. Only the Executive Director can incur contractual liability for the ASI Corporation. Therefore, the form must be completed well prior to the

event. The Standard Agreement Form authorizes payment for a service. A service may be a lecture, a musical performance, a comedic performance, etc. The steps to using the *Standard Agreement Form* are as follows:

Fill in all appropriate information on the form:

- Section 2 must list the name (printed) and contact phone number of the student who is coordinating the event. This name is used for any clarification of the information contained in the agreement.
- The service title, date, time, location, and price are the event title, date, time, location and price ASI funded. Any exceptions, save a lowering of the price, need to be addressed as a new proposal to the funding body.
- The “load-in/load-out” time is the time the lecturer or performer should arrive to set up and the time the lecturer or performer should have all equipment off the premises.
- “Number of sets” usually refers to artistic performances in which a performer may perform for a certain amount of time, take a rest, then perform again. “Set length” is simply how long each of the performance or speech is. For most events, there is one set. The set length then becomes the amount of time the performer or lecturer has agreed to perform.
- Section 8 refers to performers or speakers from outside of California who are receiving more than \$1,500.00 in compensation.
- Fill in the lecturer/performer’s name and address at the bottom of the form.
- The contractor should complete an IRS W-9 Form. For non-resident payees, an IRS W-8 Form needs to be submitted in lieu of the IRS W-9 Form.
- *Signature of Contractor:* The completed form should be sent to the contractor (lecturer, performer) for his/her signature. Faxed signatures are acceptable. Remember that a W-9 Form needs to be completed.
- *Authorization:* Once signed by the contractor, it should be forwarded to the ASI/TSU Office of Program Support for approval and signature.

- *Copy:* A copy of the dually-signed contract is forwarded to the contractor.
- *Payment:* Once the form has been signed by the lecturer/performer, a *Check Requisition Form* must be processed so that a check is ready for the lecturer/performer at the time of the event. The *Standard Agreement Form* contractually obligates ASI and in turn the student organization to have payment for the lecturer/performer immediately after the event. It is therefore necessary for the entire process to be completed at least one week prior to the event.
- ***Caveat:*** Standard Agreement Forms presented for signature after the event shall not be paid and the financial liability will rest with the person or student club arranging the event. The ASI will assume no liability for any event in which the contract is not properly executed prior to the event date. For a contract to be properly executed, it must have been signed by both parties prior to the event and with both parties having received a copy of the contract with both signatures.

5. Supply Order Form – For copies of approved vendors' catalogues, please see the ASI/TSU Office of Program Support (Titan Student Union, Room 269). The form needs to be completed in full at the ASI/TSU Office of Program Support. Supplies are usually delivered within 3 business days and are available for pickup at the ASI/TSU Office of Program Support.