

# The Financial Policies and Procedures of the Associated Students

University of California  
Santa Barbara



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## 2015-2016 Finance and Business Committee

Reilly Hobson  
Stevan Stovall  
Michael Torbati

Chairman  
Vice Chair  
Chief Financial Officer

Cole Marting  
Alexander Giolito  
Lesly Silva  
Jesse Velasquez  
Conor Collins  
Jasmine Sandhu  
Hannah Ellenhorn

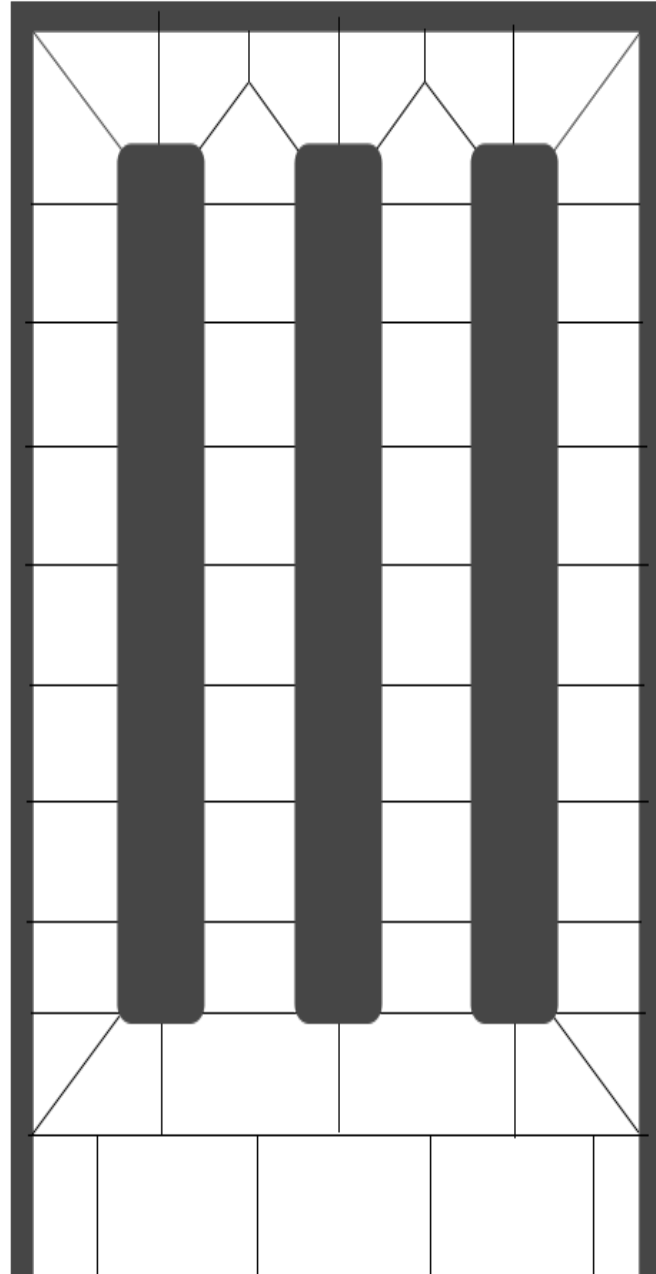
Off-Campus Senator  
L&S Senator  
On-Campus Senator  
Off-Campus Senator  
On-Campus Senator  
L&S Senator  
Off-Campus Senator

Parker Sullivan  
Juli Nguyen  
Evelyn Diaz  
Jack Houseworth  
Margaret Maccoun  
Navpreet Khabra  
Diego Guerrero

Finance Officer  
Finance Officer  
Finance Officer  
Finance Officer  
Finance Officer  
Finance Officer  
Finance Officer

Cindy Lopez

Assistant Director for  
Finance and Budgets



## The Financial Policies and Procedures of Associated Students UC Santa Barbara

### **SECTION I ORIGINS AND DISTRIBUTION OF ASSOCIATED STUDENTS FUNDS**

Each quarter, every UCSB undergraduate pays a fee of \$200.22 to Associated Students, hereinafter referred to as A.S. This fee supports a wide variety of operations of Associated Students that benefit the students of UCSB, the campus and the surrounding community.

#### **CLAUSE 2. DISTRIBUTION.**

The Associated Students fee is distributed in the following forms:

A. **LOCK-IN** – A specific amount of money each student gives to a specific group or organization. There are two types in Associated Students:

1. Ballot Initiative: lock-ins voted in by the student body.
2. Internal/ By-Law: lock-ins voted in by A.S. Senate.

B. **BUDGET PROCESS** – Every year, A.S. Finance and Business Committee will conduct Budget Hearings and determine how the remaining Associated Students funds shall be distributed amongst various organizations, with the final authority on the budget being the President and Senate.

### **SECTION II A. S. BUDGET PROCESS**

#### **CLAUSE 1. OFFICIAL REGISTRATION.**

In order to apply for A.S. funding, the applicant must be an official A.S. organization, an official University unit, or a student group that has been registered through the Office of Student Life, hereinafter referred to as **OSL**. In addition, if registered through the OSL, the organization must be officially registered for the current year and last academic year. **If the organization does not fulfill one of the above requirements, it will not receive funding through Associated Students.**

#### **CLAUSE 2. LIMITATIONS OF ASSOCIATED STUDENTS MONIES.**

Associated Students does not fund any organization whose membership is contingent upon gender, race, ethnicity, sexual orientation, fellowship, GPA, athletic or mental prowess, an individual's faith, ideological beliefs, or talent, or any group that places restrictions on membership. This includes groups that use criteria to establish membership, e.g. academic honor societies, team sports, fraternities, sororities, political parties, and religious or musical groups. However, at its

discretion, Finance and Business Committee may fund activities sponsored by such groups, provided that attendance is open to all UCSB students.

### CLAUSE 3. BUDGET PROCESS.

#### A. WINTER QUARTER

1. The applicant will receive a budget packet from the Finance and Business Committee Office during the first week of the quarter. It will be the responsibility of the organization to fill out the budget packet.
2. The packet must be completed and turned in via email by **noon, thirty (30) calendar days from the beginning of the quarter**. Late packets will generally **not** be accepted; however, Finance and Business Committee may give them consideration only after all budgets have received funding. Also, at this time, if the applicant is asking for more than \$150 or more than the amount of their group's lock-in, he/she must sign up for a hearing time to give a five-minute presentation at the Budget Hearings.
3. Budget Hearings shall occur during the second week of **February**. During this time, organizations will explain their needs and answer any questions from the Budget Allocation Committee, comprised of all A.S. Executive Officers, all Finance and Business Committee and all Senate members.
4. Allocations shall not be debated at the Budget Hearings. After the hearings, Finance and Business Committee shall meet in closed session to formulate a budget recommendation to the A.S. President.

#### B. SPRING QUARTER

1. The A.S. President shall formulate a preliminary budget, and present it to Finance and Business Committee by the **second week** of spring quarter, during their regularly scheduled meeting for final discussion and recommendation. This preliminary budget is subject to change, based on results of the Lock-Ins that are on the ballot in the Spring quarter election.
2. The preliminary budget will be forwarded to Senate the third week of Spring Quarter. The A.S. President will forward his or her final budget to Senate the fourth week of spring quarter.
3. Senate shall turn to the consideration of, and take some action on the budget by the fifth week of Spring quarter. If Senate does not approve the budget by the sixth week of Spring quarter, then it will be assumed that the A.S. President's budget will be the approved budget for the fiscal year starting July 1<sup>st</sup>.

CLAUSE 4. APPROPRIATIONS VERIFIED AND RIGHT TO REVOKE FUNDS.

The information provided in the Budget Hearings shall be true and verifiable. The organization will use the funds in accordance with the Associated Students Financial Guide. The organization shall understand that the Finance and Business Committee, with the final approval from Senate, may at any time review, reduce, or revoke (depending upon the situation), any A.S. funding the organization has received, upon a two-thirds (2/3) vote, with the money being transferred back into Unallocated.

CLAUSE 5. PRIORITY FOR FUNDING.

Highest priority shall be reserved for all lock-ins mandated by the A.S. Constitution and the A.S. By-Laws, and all A.S. Departments and Enterprises that are essential to the operations of A.S. Second priority shall be reserved for all non-lock-in A.S. boards and committees and commissions. Third priority shall be reserved for all fixed costs of operation that have not already been allocated funds and student groups. Priority for funding shall be determined by the following criteria:

- 1) Mandatory spending as established by ballot initiative lock-ins or internal lock-ins established by the By-laws,
- 2) All Departments as follows:
  - Department of Administration
  - Staff Salaries
  - Central Telephone Account
  - External Audit
  - Main Office
  - University Recharges
  - Mail Services
  - Honoraria
  - Bike Shop
  - Cashiers/Ticket Office
  - Map and Directory
  - KCSB
  - Publications
  - Program Board
- 3) All other A.S. Boards, Committees and Commissions, including Senate and Judicial Council.
- 4) All Student Groups.



**CLAUSE 6. CRITERIA FOR CONSIDERATION FOR A.S. FUNDING.**

- A. **Diversity**: Does the group advance the accessibility of the University to historically under represented communities.
- B. **Goals and Objectives**: The extent the organization has attained its goals and objectives.
- C. **Campus Service**: The degree the organization reflects students' needs and interests.
- D. **Community Service**: The degree of community service, response of the community, and success level of the program.
- E. **Uniqueness**: The uniqueness of the event with respect to organizations with similar goals.
- F. **Members**: The number of active participants and membership growth rate.
- G. **Income/Alternate Funding**: The ability and willingness of the organization to raise alternate funding.
- H. **Cooperation**: The cooperation and support the organization gives to Associated Students, and the willingness to follow the A.S. Financial Guide, A.S. Legal Code.
- I. **Current Funding from A.S.**: Consideration is given to currently funded organizations.

**CLAUSE 7. OPERATING V. PROGRAMMING FUNDS.**

At its discretion, Finance and Business Committee may appropriate funds for programs and events sponsored by any Associated Students entity or any registered (for at least one year) student group, even if that entity is not eligible for an operating budget. (See SECTION III, CLAUSE 2 AND SECTION VIII, CLAUSE 2).

**SECTION III A.S. FINANCIAL STRUCTURE****CLAUSE 1. AS SENATE**

A.S. Senate is the legislative branch of Associated Students. It is the elected 25-member council that governs A.S., and meets year-round. All recommendations and motions approved by A.S. Finance and Business Committee must be given final approval by A.S. Senate. Any recommendations made by Finance and Business Committee cannot be executed until after Senate's approval. To open the Finance and Business Committee minutes and discuss allocations a majority vote is necessary and to overturn a Finance and Business Committee decision, a 2/3 vote of Senate is required to change an allocation.

ALL FINANCIAL TRANSACTIONS MUST BE SUBMITTED TO, AND ACTED UPON BY A.S. Finance and Business Committee BEFORE BEING PRESENTED TO A.S.

Senate, UNLESS THE SITUATION MEETS THE DEFINITIONS OF BEING AN EMERGENCY SITUATION, AS DEFINED BY ARTICLE V, SEC. 1, I & J OF THE A.S. BY-LAWS AS WELL AS STANDING POLICY 4, Senate MEETING PROCEDURES OF THE A.S. LEGAL CODE.

CLAUSE 2. A.S. Finance and Business Committee.

A.S. Finance and Business Committee is responsible for the allocation and supervision of all Associated Students fee-assessed funds. A.S. Finance and Business Committee is responsible for the education and enforcement of the A.S. Financial Guide for all A.S. funded organizations; submission of weekly minutes and oral reports to Senate for final approval on all matters pertaining to the finances of A.S.; assistance on all financial procedures, including requisitions and other accompanying forms, budget transfers, and event and fiscal planning; preparation of an annual budget recommendation for the A.S. President; evaluation of the effectiveness and continuity of A.S. funded organizations; the maintenance of liaison relationships with A.S. funded organizations; and hearing expenditure requests for travel and entertainment by any organization possessing A.S. funding, including review of travel and entertainment requisitions to determine request legitimacy, and the approval, amendment, or denial of requests for expenditures of A.S. funds on travel and entertainment.

A.S. Finance and Business Committee will meet weekly at **4 p.m. on Mondays** during the Fall, Winter, and Spring quarters. Office hours, email addresses, and liaison groups for all members will be posted on the Finance and Business Committee Office door (**UCen Room 1523A**). Contact information: fb@as.ucsb.edu, (805) 893-2566.

**REQUIRED PAPERWORK:** The paperwork that is necessary for a student group to turn in is one copy of their "Student Group REQUEST FOR A.S. FUNDS," and one copy of the group's itemized budget request. The paperwork that is necessary for an Associated Students Board, Committee or Commission is one copy of their "A.S. BCC REQUEST FOR FUNDS" and one copy of the group's itemized budget request. A budget request submission through the website will be sufficient as well. Any additional information that the student group, board, committee or commission would like to submit should also be done at this time. Late business will not be accepted. Appeals made on decisions rendered by A.S. Finance and Business Committee must be submitted to Senate within ten (**10**) days after enactment of Finance and Business Committee's action. No appeals, however, shall be considered after the final Senate meeting in Spring Quarter.

**CLAUSE 3. OTHER FUNDING SOURCES.**

Finance and Business Committee liaison will have information available about other sources of funding within and outside of the University.

**CLAUSE 4. A.S. ADMINISTRATION.**

A.S. Administration is responsible for processing all paperwork necessary to expend A.S. funds. This office is also responsible for keeping a standard system of accounts, records, and books, and to supervise the collection and expenditure of A.S. funds. All completed requisitions must be submitted to the A.S. Administration Office, U Cen Room 2537. The A.S. Administration Office will then forward them to the A.S. Executive Director for final approval. ALL QUESTIONS CONCERNING AN A.S.-FUNDED ORGANIZATION'S ACCOUNT MUST BE DIRECTED TO A Finance and Business Committee MEMBER BEFORE ASKING THE ADMINISTRATION OFFICE OR THE A.S. EXECUTIVE DIRECTOR.

**SECTION IV UNALLOCATED FUNDS****CLAUSE 1. SUSPENSE ACCOUNT.**

The Suspense Account is the remaining balance at the fiscal year-end, after all fiscal year-end procedures have been conducted and the fiscal year officially "closed." The Suspense Account is to be placed in the operating budget for the next fiscal year. (Example: year-end 6/30/02 balance placed in budget for 2003-2004).

**CLAUSE 2. UNALLOCATED ACCOUNT.**

Funds in this account are to be used for any program, event, or activity that is for the benefit, education, or entertainment, and in the best interests, of the student body and the campus community. Finance and Business Committee shall make allocations in accordance with Section 2, Clause 6 of the Financial Policies and Procedures (CONSIDERATION FOR A.S. FUNDING).

**CLAUSE 3. APPLYING FOR FUNDS FROM UNALLOCATED OR OSL LOCK-IN.**

Student groups and A.S. Boards, Committees or Commissions can apply for funds on the Finance and Business Committee website at [www.as.ucsb.edu/financeboard](http://www.as.ucsb.edu/financeboard). Groups must fill out the required information and attach a budget for the event that funds are being requested for. A form for student groups entitled "STUDENT GROUP REQUEST FOR A.S. FUNDS" or a form for A.S. Boards, Committees or

Commissions entitled "A.S. BCC REQUEST FOR FUNDS" will also be available on the website throughout the academic year as funds remain available. This form must be completed with one (1) copy submitted to the A.S. Main Office Secretary, UCen Room 1523, by 1:00 p.m. Thursday prior to the Monday meeting. Only one (1) copy of the itemized budget or any other forms should be turned into the Main Office Secretary at the same time. After some preliminary review, the Chair of Finance and Business Committee will place the organization's request on the agenda with all A.S. Boards, Committees, Commissions first and all non-A.S. entities in the order the requests were received.

A representative from the organization seeking funding **must** attend the Finance and Business Committee meeting for which the organization has been scheduled and present its request verbally. BEFORE SUBMITTING A REQUEST FROM UNALLOCATED AND PREPARING FOR A Finance and Business Committee MEETING, **Members of THE ORGANIZATION MUST HAVE MET WITH A Finance and Business Committee MEMBER ABOUT THEIR SPECIFIC FUNDING REQUEST**. Furthermore, if a student group does not meet with a Finance and Business Committee member and obtain a signature of that person, their funding request will be automatically tabled one week to complete those steps.

## **SECTION V A.S. VOLUNTARY FEES**

### **CLAUSE 1. PURPOSE.**

Under the California Supreme Court decision of *Smith v. Regents* the University of California cannot compel students to contribute mandatory fees to support lobbying, religious, political, or ideological organizations and activities. Therefore this pledge system allows students to support these activities through voluntary fees. The collection of the following fees was approved in the Spring 1994 Campus wide Election.

### **CLAUSE 2. UC LOBBY CORPS.**

As a result of the *Smith v. Regents* and *Rosenberger* decisions, all lobbying activities outside the University, on behalf of students statewide, can receive funding via a mandatory fee only if there is a refund mechanism available. In addition, funds can be collected through a voluntary fee.

- Funds collected from this voluntary pledge are administered by the UC Student Association, and will go directly to lobbying activities on behalf of students.

- The UC Lobby Corps ensures the preservation of student voice and input in the legislative process.
- The UC Lobby Corps empowers students to actively take part in the political decision making process that affects the affordability, quality, and accessibility of higher education in California.

### CLAUSE 3. STUDENT ACTIVITIES AND ORGANIZATIONS.

As a result of the *Smith v. Regents* and *Rosenberger* decisions, certain student activities and organizations (e.g., religious, political, or ideological organizations) can be funded through mandatory fees only if there is a refund mechanism available. In addition, voluntary fees can be used for the continuation of these activities. The Student Activities and Organizations fee is administered through A.S. Finance and Business Committee, with the final funding approval given by the A.S. Senate.

## **SECTION VI REQUIREMENTS FOR USING A.S. MONIES**

### CLAUSE 1. LIAISON RESPONSIBILITIES.

Each Finance and Business Committee member will have certain student groups that they must contact and advise when they need funds. The following are the responsibilities of the Finance and Business Committee Members:

- (1) The liaison must give a workshop to their student groups by the eighth week of Fall quarter.
- (2) The liaison must e-mail their student groups' authorized signers twice a quarter with their office hours and copy the e-mail to the Chair and Vice-Chair of Finance and Business Committee, along with the advisor for the student group (the first e-mail must be sent out by the second week of the quarter, and the second e-mail must be sent out by the sixth week).
- (3) The liaison must meet with the student group regarding their budget request before they come to Finance and Business Committee requesting funds.
- (4) The liaison must meet with the student group immediately after Finance and Business Committee has allocated funds and inform them of the requisition process. If needed, the Finance and Business Committee members should schedule a meeting to help students with requisition procedures for requesting purchase orders, encumbrances, checks and transfers.
- (5) The liaison must inform the student group that they have to put their event on the Associated Student's Event Calendar.
- (6) The liaison should also be available to help student groups with filling out the paperwork for the budget process in Winter quarter.

CLAUSE 2. AVAILABILITY THROUGH MAIL SERVICES.

Prior to spending any A.S. funds, an organization must be available via an e-mail address. Checks and Purchase Orders will be available for pick-up at the A. S. Cashiers/Ticket Office.

CLAUSE 3. AUTHORIZED SIGNERS.

There must be a minimum of three (3) Authorized Signers on any A.S.-funded organization's account(s). The organization may have undergraduates and/or advisors as Authorized Signers. AN "AUTHORIZED SIGNERS FORM" IS REQUIRED AND MUST BE ON FILE FOR ALL A.S.-FUNDED ORGANIZATIONS PRIOR TO ANY REQUISITIONS BEING PROCESSED OR EXPENDITURES APPROVED. Additionally, ALL ORGANIZATIONS RECEIVING FUNDING MUST HAVE AUTHORIZED SIGNERS ON FILE BY THE END OF THE EIGHTH WEEK OF FALL QUARTER, OR THE ORGANIZATION'S A.S. BUDGET ALLOCATION MAY BE SUBJECT, AFTER APPROPRIATE CONSULTATION WITH THE ORGANIZATION HAS OCCURRED, TO REVOCATION BY A TWO-THIRDS (2/3) VOTE OF Finance and Business Committee. Organizations receiving Unallocated funds during the course of the academic/fiscal year must register and have Authorized Signers on file prior to requesting funds, or it shall be subject to revocation. Any allocation revoked will be transferred to the Unallocated Account.

In order to become an Authorized Signer, the group must attend a mandatory A.S. Financial Workshop, sponsored by Finance and Business Committee. The workshops will be given during Finance and Business Committee Members office hours, which will be posted on the door to the Finance and Business Committee Office. (UCen Room 1523A). After completing the Workshop, the "Authorized Signers Form" form will be filled out, along with the Finance and Business Committee Liaison Information Sheet. **NOTE: Even if a person has attended a Financial Workshop in a previous year, he/she must attend one this year.**

All Authorized Signers must receive approval from the A.S. Advisor or Organizational Head (i.e., Chairperson, President, etc.) before they may begin signing. Every Organization Head shall submit at the beginning of the fiscal year an e-mailed list to the Finance and Business Committee liaison of those individuals whom they authorize to sign on their A.S. account. **NOTE:** For Student Organizations only, the Finance and Business Committee members may, at the request of the organizational head, become signers on a student organization's AS account in order to process requisitions more quickly. In addition, the A.S. President is a signer on all A.S.

accounts, and shall make the final determination as to who shall become Authorized Signers.

**CLAUSE 4. CONTRACTS/SPEAKER'S FEES.**

If the organization plans on paying a speaker or band a fee for performing at an event, the requisition turned in to the A.S. Administration Office must be accompanied by a signed contract. Otherwise, A.S. funds **will not** be approved to pay the performer before the performance. The contract and requisition must be submitted to the A.S. Administration Office a minimum of **two (2) weeks prior to the event scheduled**. IT MUST BE FILLED OUT COMPLETELY — NAME, ADDRESS, SOCIAL SECURITY NUMBER AND SIGNATURE OF THE CONTRACTED INDIVIDUAL, AND THE DATE, TIME, AND PLACE OF THE EVENT. **The A.S. Executive Director must sign all contracts before A.S. is legally bound to the performer. No payments will be made to the performer until the performance contract is signed.**

If the organization wishes to CO-SPONSOR a speaker with another organization, **DO NOT** sign separate contracts for each organization. One contract should be signed with one of the organizations and the speaker/performer, and a co-sponsorship contract signed by the other organization. Questions on specific policies concerning co-sponsorships should be directed toward the A.S. Finance and Business Committee Chair or the Associate Director for Student Programming. No one who is eligible to receive an Associated Students Honorarium, no matter how small, may receive a speaker's contract fee.

**CLAUSE 5. PUBLICITY REQUIRED FOR A.S. FUNDING.**

All publicity printed with Associated Students' funds must identify Associated Students in the following way: **"FUNDED BY ASSOCIATED STUDENTS."** or **"FUNDED BY AS FINANCE AND BUSINESS COMMITTEE"** If a certain A.S. Board, Committee or Commission funds an event, the group sponsoring the event may choose to list all of the A.S. sponsors individually (ex: "Funded by A.S. SCORE, A.S. CAB, A.S. Program Board, A.S. Finance and Business Committee, etc.), but it is not necessary. This sign of sponsorship should be written on ALL programs, signs, advertisements, posters, handbills, banners, etc.

A warning will be given upon first violation of this requirement upon a two-thirds (2/3s) vote of Finance and Business Committee. A \$30.00 fine may be levied upon a two-thirds (2/3s) vote of Finance and Business Committee, with the money going back into Unallocated if this policy is violated a second time. The organization's entire A.S. budget allocation may be transferred into Unallocated upon a two-thirds (2/3s) vote of Finance and Business Committee if this policy is violated a third time.

The organization must be notified by email before any actions take place so its members may attend the meeting when the sanctions will be considered.

**CLAUSE 6. FOOD EXPENDITURES.**

Associated Students believes the appropriate use of food is for activities aimed at recruiting new members in the organization. With the exception of A.S. entities, **each organization will be limited to a \$500.00 expenditure per year.** This amount may only be raised as a one-time exception and only with an approval of a two-thirds (2/3s) vote of Finance and Business Committee. NO ALLOWANCE on food, venue rentals or other related expenditures will be given for: expenses related to off-campus special events (excluding Isla Vista), banquets, picnics, and off-campus social activities.

**CLAUSE 7. T-SHIRTS.**

Associated Students believes the appropriate use of A.S. monies regarding t-shirts is for awareness campaigns only. Awareness campaigns are defined as an event that brings knowledge of, understanding of, or recognition of, to an issue directly related to the organization. All t-shirt requests must ensure that the t-shirts are made sweat shop free in order to receive funding.

**CLAUSE 8. TRAVEL ACCOUNTABILITY**

ALL TRAVEL COSTS (EXCEPT FOR MILEAGE ALLOTMENTS) MUST BE ACCOUNTED FOR WITH ORIGINAL ITEMIZED RECEIPTS STATING EXACTLY WHAT WAS PURCHASED. WITHIN ONE WEEK OF RETURNING FROM TRAVEL, THESE ORIGINAL RECEIPTS MUST BE SUBMITTED TO THE A.S. Administration OFFICE. THE TRAVELER SHOULD RETAIN ONE COPY OF EACH RECEIPT. If the travel occurs during a vacation period these receipts will be required within the first four (4) days of the next quarter. All pre-approved funds which were unused must be returned to the A.S. Administration Office within four (4) academic days; if these deadlines are not adhered to, A.S. reserves the right to bill the individual (or organization) responsible. If the travel costs exceed the amount budgeted, then the individual (or organization) shall be billed for those additional costs. A. S. will bill the individual's or organization's Perm Number through the UCSB BARC office.

**A.S. shall not fund travel for personal, or social related purposes.** A completed Travel Request form (available at the Finance and Business Committee office) and a copy of the conference announcement [with the completed A.S. Requisition(s)] must be submitted to Finance and Business Committee for approval in advance of proposed travel. Even if a group already has money budgeted in their travel



category, travel approval must be obtained from Finance and Business Committee, except for the following two groups: KCSB and Program Board. These two groups MUST send an email to the chair relaying the following information: date, time, location of the event, number of people attending, mode of transportation, length of travel, etc. Staff travel, in accordance with University procedures, is under the direction/approval of the A.S. Executive Director, provided that consultation with the A.S. President has occurred. All travel must pertain to official University or A.S. business.

**NOTE:** A.S. elected and appointed officers need only to request approval from the Executive Director to utilize funds that have already been allocated **if the travel pertains to fulfilling duties listed in the A.S. Legal Code**. If there are not sufficient funds already allocated, then funding must be secured before the Executive Director can approve the travel. If there are not sufficient funds already allocated, the most an A.S. elected or appointed officer may request from Finance and Business Committee will be capped at \$5000. In addition, travel approval for sporting event play-offs may be requested from the A.S. Executive Director and/or the A.S. Finance and Business Committee Chairperson where there is not sufficient time to attend a Finance and Business Committee meeting prior to the play-offs.

Mode of Transportation and Mileage Costs. An individual may travel by plane, train, bus, or car. If he/she is going to travel by private car, the car must have insurance covering it, which conforms to U.C. Policy #7525. The minimum amounts that this policy allows are: \$15,000 for personal injury to one person, \$30,000 for personal injury to two or more persons, and \$5,000 for property damage. Before the organization can travel by private vehicle, a current certificate of the insurance on the vehicle that shows the limits of the coverage must be on file in the A.S. Administration Office. When using a private vehicle, the organization may requisition for an allotment of \$0.505 cents per mile for mileage costs. Travel to other UC campuses and/or meeting places may be paid at the following rates:

**Rates**

UC Berkeley (710 miles round-trip)=\$359 UC San Diego (440 miles round-trip)=\$222  
UC Davis (730 miles round-trip)=\$369 UC San Francisco (670 miles round-trip)=  
\$338

UC Irvine (300 miles round-trip)=\$152 UC Santa Cruz (600 miles round-trip)=\$303  
UC Los Angeles (200 miles round-trip)=\$101 UCSA/Sacramento (700 miles round-  
trip)=\$354

UC Riverside (310 miles round-trip)=\$157

If the organization plans to use a University vehicle, please see the section on "Transportation Services."

The A.S. staff shall update the above rates accordingly and automatically.

Conference Fees. Associated Students will pay conference fees, provided that they are reasonable in relation to the number of people attending the conference and to the benefit which attendance at the conference will bring to the A.S.-funded organization or to Associated Students. A conference announcement or registration form must be included with your completed A.S. Requisition and Travel Request Form, showing a) the conference location, b) the conference dates, c) a detailed outline of conference activities, and d) the total fees for the conference.

Per Diems. Per diems may be granted for travel **on Associated Students business** at the following current rates per twenty-four (24) hour period:

Breakfast 10.00

Lunch 15.00

Dinner 20.00

Lodging (up to) 75.00

Total Per Diem \$120.00

Per diems will be modified or withheld if conference fees include meals or lodging, or if designated "high cost" areas are approved by Finance and Business Committee.

When traveling under twenty-four hours, the traveler can be paid a partial per diem as follows:

03-12 hours 1/4 authorized per diem (\$30)

13-17 hours 1/2 " " (\$60)

18-22 hours 3/4 " " (\$90)

22-24 hours Full amount (\$120)

Breakfast may not be claimed for trips starting after 9:00 am that day; dinner may not be claimed for trips ending before 6:00pm that day. In individual cases, Finance and Business Committee possesses the authority to adjust these figures depending upon conference fees, hotel rates, and other factors. Per diems are issued in advance upon completion and processing of A.S. Requisition and Travel Request forms. Allow sufficient time to receive necessary Finance and Business Committee approval and for processing by A.S. Administration Office.

#### CLAUSE 9. ENTERTAINMENT.

Associated Students Executive Officers may request funds to entertain a guest of Associated Students. Under special circumstances, as determined by Finance and Business Committee, Senate members and chairs of Associated Students Boards and Committees may request this privilege. A guest of an A.S. host must hold an

office, which pertains directly to legitimate A.S. business, which will be discussed during the proposed meeting at which entertainment will be provided.

In accordance with University policies and Article XIX, Section 3 of the Associated Students Legal Code: 1) NO funds may be used to purchase alcoholic beverages or tobacco products. 2) An A.S. host is allowed to entertain one guest. In special circumstances, a host may be allowed to entertain up to three guests. 3) At no time will more than two hosts entertain collectively. 4) At no time will more than three guests be entertained collectively, regardless of the number of hosts. 5) At no time will more than five people use entertainment funds at one sitting. 6) No A.S. official may use entertainment funds after his/her term of office has ended. 7) No A.S. funds will be used to entertain outside of the Santa Barbara area.

No entertainment funds will be used to lobby for personal gain at any time. This limitation will be reviewed carefully by Finance and Business Committee during Associated Students campaign periods, which involve either host or guests as candidates. It will also be reviewed when political figures are guests of an A.S. host.

#### CLAUSE 10. AWARDS.

**NO** Associated Students funds shall be spent on awards, scholarships, trophies, gifts, rebates, party materials, or personal items without the prior approval of Finance and Business Committee.

#### CLAUSE 11. A.S. BUSINESS CARDS.

All business card orders for elected and appointed A.S. officers may be placed through the A.S. Main Office, using funds from the respective account. All cards are to be based on the standard University format on white paper stock with the blue University logo in the upper left-hand corner of the card and lettering in black. It is recommended that all card orders are placed through Central Stores, but it is not required. If non-Central Stores vendors are used, half of the cost of the order or \$20, whichever is less, is to be encumbered from the respective account, and the remainder of the cost is to be reimbursed by the purchaser.

##### A. Personalized A.S. Business Cards:

A.S. Executive Officers (A.S. President, Internal Vice-President, Vice-President for Local Affairs, and Vice-President for Statewide Affairs), Senate, the State Affairs Organizing Director (SAOD), and the Finance and Business Committee Chair are eligible to encumber A.S. funds for personalized A.S. business cards (i.e., the person's name, e-mail address, etc.). Orders must include the effective year the person's position in A.S. All other A.S. boards and committees are ineligible to encumber A.S. funds for personalized business cards, unless

approval from Finance and Business Committee has been obtained. This does not prohibit members to purchase their own personal cards, it just does not allow them to use Associated Students funds to purchase them. Each member of the Senate shall pay half of the cost, and the other half shall come from the contingent fund of the Senate.”

B. Generic A.S. Business Cards:

All other boards and committees are eligible to encumber A.S funds for generic business cards. In lieu of personalized information on the card, blank spaces with lines will be used to permit the user to write in his/her name, e-mail address, etc. It is not necessary to include the effective year on the generic cards.

CLAUSE 12. INVENTORY.

All organizations using equipment valued at \$5000.00 or more that has been purchased with A.S. funds will report their inventory twice a year to the A.S. Administration office.

CLAUSE 13. CAPITAL RESERVES EXPENDITURES.

Capital Reserves are Associated Students monies that have accumulated from prior years. They are used to ensure the long-term stability of the Associated Students. The funds are invested by the A.S. Executive Director and the A.S. Investment Advisory Committee. Reserves can be spent in the following ways: inflation adjustment for reserves, one-time projects, equipment purchases, facility renovation, start-up costs for new A.S. businesses, and new projects.

The Investment Committee will review the request and then prepare a report for the Senate and the A.S. Executive Director that analyzes the impact that such expenditures would have on Capital Reserves. Capital Reserves expenditures are approved by a three-fourths (3/4) vote of Senate, with a recommendation from Finance and Business Committee, A.S. Investments Committee and also authorized by the Executive Director.

CLAUSE 14. CAPITAL IMPROVEMENTS EXPENDITURES.

Capital Reserves shall be funded as a line item during the budget process. It will be used for 1) equipment purchases, 2) start-up costs for programs, and new business services, 3) one-time expenses to improve an existing program or service, 4) facility-renovation or improvements, and 5) one-time unexpected or unbudgeted needs of Associated Students. Requests for funds should be submitted to Finance and Business Committee, which shall forward a recommendation to Senate upon a two-thirds (2/3s) vote.

CLAUSE 15. UNAUTHORIZED DEBTS.

In accordance with Article IV, Section 1, General Policies A.S. disclaims any and all responsibility for debts incurred by any person or organization whatsoever that is not

contracted under the authorization of the Senate and directed and managed by appointees of the Senate.

**CLAUSE 16. DEFICITS.**

In accordance with Article IV, Section 1, General Policies deficits will not be permitted without official prior approval from Finance and Business Committee and Senate.

**CLAUSE 17. POST-EVENT OBLIGATIONS**

A written summary of the organizations event must be sent to the chair of Finance and Business within 2 weeks after an event is held. This summary must include:

1. Amount of funds used
2. Number of UCSB students in attendance
3. Total amount of people in attendance
4. Amount donated and organizations money was donated to if any

**SECTION VII LIMITATIONS ON EXPENDITURES OF A.S. FUNDS**

**CLAUSE 1. POLICY ON EXPENDITURES.**

All funds derived from any activity budgeted by Associated Students allocations shall be deposited promptly into the proper Associated Students account. No Associated Students funds may be spent on gifts, parties, entertainment, dances or any other personal expenditures. Associated Students funds shall be spent in accordance with Campus Regulations. No monies allocated to groups, including lock-ins, shall be used for the purpose of loans to individual members of that group or to any other organization(s) with which the group does business.

**CLAUSE 2. LIMITATIONS ON EXPENDITURES.**

Non-A.S. organizations are prohibited from using A.S. funds for the following purposes: 1) the Office of Student Life (OSL) registration fee; 2) the organization's photo in the La Cumbre Yearbook; 3) Publicity Bonds; 4) awards, trophies, gifts, scholarships for individuals etc; 5) personal items (including, for example, costumes); 6) equipment; 7) food expenditures (over \$500.00 allotment per year for recruitment purposes); 8) per diems; 9) expenses related to off-campus special events (excluding Isla Vista), banquets, picnics, and off-campus social activities; 10) travel for student organizations, and 11) expenses relating to students attending conferences outside of UCSB.

**CLAUSE 3. PURCHASE ESTIMATE POLICY.**

A Purchase Estimate Form must accompany requests for purchases over \$5,000 from any vendor with estimates from at least three vendors. These forms are available in the Finance and Business Committee Office.

**CLAUSE 4. ONE TIME EXCEPTIONS.**

Once per year, per organization, Finance and Business Committee may, at its discretion, make an exception to the Associated Students policies by a two-thirds (2/3s) vote of the board.

**CLAUSE 5. A.S. FUNDS POLICIES.**

Deficits in any budget shall not be permitted without official approval of Finance and Business Committee and authorization of the Senate, in accordance with Section VI, Clause 16.

All gifts and rebates received by the Associated Students must be approved in advance by the Finance and Business Committee.

All of A.S. and A.S. groups are required to buy and use at least 20% post consumer copy paper for duplication when using A.S. copy machines and laser printers, and when using A.S. Publications (when using white paper). All A.S. and A.S. groups are required, when applicable, to photocopy double-sided.

**PURCHASE GUIDELINES:** For purchases amounting over \$5,000.00 that are made from Associated Students funds which are made through any vendor, the following requirements shall be met prior to making said purchase or entering into an agreement (verbal or written) to make said purchase:

- a) Three quotes shall be obtained, each from different vendors, for identical or similar products. All quotes shall include shipping, handling, tax, and any additional expenses.
- b) The person(s) making said purchase shall justify the uniqueness of the product if it is more expensive than another, yet only slightly different than a similar item. The person(s) making said purchase must provide written proof in the form of a purchase estimate form attached to a requisition to A.S. Administration.
- c) The purchase estimate form shall include a reminder that resources are available which index businesses owned or staffed by women and minorities.
- d) The purchase estimate form shall also be attached to budget requests for Finance and Business Committee, when the funds being requested are to be applied to a purchase over \$5,000.00.

BOYCOTT OF CALIFORNIA TABLE GRAPES: No Associated Student funds shall in any way be used to purchase, order, or promote California table grapes from UCen Catering, Dining Services, and any other institution, on or off campus, affiliated with the distribution of California table grapes. This boycott shall remain effective until such time as Senate determines an end by appropriate legislation.

BOYCOTT OF R&P PRINTING: No Associated Students funds shall in any way be used to purchase, order, or promote products that are from R&P Printing. This Boycott shall remain effective until such time as Senate determines an end by appropriate legislation.

BOYCOTT OF CONQUEST STUDENT HOUSING: No Associated Students funds shall in any way be used to endorse, promote or benefit Conquest Student Housing or its subsidiary companies. This boycott shall remain effective until such time as Senate determines an end by appropriate legislation.

**CLAUSE 6. FUNDING CAPS.**

Not including funds from Internal Lock-ins, any single organization is limited to a maximum funding of 10% of the A.S. Unallocated fund over the course of a year. No organization shall receive more than 10% of the designated quarterly Unallocated fund for a single event.

**SECTION VIII A.S. FUNDRAISING GUIDELINES**

**CLAUSE 1. GENERAL FUNDRAISING GUIDELINES.**

Fundraising events must be approved by the Office of Student Life (in the case of registered campus organizations) or by the Executive Director, Associated Students (in the case of Associated Students programs/events).

**CLAUSE 2. A.S. FUNDRAISING GUIDELINES.**

A.S. boards, committees, commissions and councils may use University facilities to raise funds on campus when they are financially accountable and in compliance with the following definitions and regulations.

1. The funds raised using campus facilities may not be used for any illegal purposes and must be consistent with the stated purpose of the sponsoring organization.
2. When a University facility or grounds is used for an event, the sponsoring organization shall pay and/or encumber

before hand all pre-established program costs (ex. facility use, production costs, equipment rental fees, etc.).

3. All funds raised must be deposited in an Associated Students account and may be withdrawn in accordance with the original fund raising purposes only after all the bills incurred during the event have been paid.

4. All ticket sales must be coordinated through the Associated Students Administration Office.

5. The University reserves the right to investigate financial records of an organization that has been allowed to raise funds on campus to determine if the funds are being used for the purpose for which they were raised.

6. In the event that a fundraiser loses money, the sponsoring organization remains liable for covering all costs incurred by the activity.

7. Digital payments, including services such as Venmo, PayPal, and Square may not be used for collecting funds for fundraisers.

### CLAUSE 3. PROCEDURES FOR COMPLETING THE REQUIRED FUNDRAISING PAPERWORK.

**STEP 1.** Meet with an A.S. Finance and Business Committee member to discuss fundraising rules, regulations and procedures.

**STEP 2.** Fill out the Fundraising Planning Guide.

**STEP 3.** Explore Co-sponsorship possibilities before approaching Finance and Business Committee for funding.

**STEP 4.** Fill out a Fundraising Contract and submit to A.S. Executive Director for approval. (Allow 48 hours for review and approval.)

**STEP 5.** A Finance and Business Committee liaison will be assigned to the entity to monitor the fundraising activity.

**STEP 6.** At the conclusion of the fundraising activity, a written report must be filed with A.S. Administration.

### CLAUSE 4. PHILANTHROPIC FUNDRAISERS.

Any organization requesting over five thousand dollars (\$5000.00) to subsidize the operational costs of a philanthropic fundraiser will be limited to the amount of charitable funds donated. All funds must be deposited into an A.S. account for holding and will be forwarded to the charitable recipient by A.S. Administration, with



the A.S. Ticket Office acting as sole vendor for all sales resulting in revenue to be donated (i.e. tickets for admission, entry fees into sports competitions, etc.). This includes “At the door” ticket sales. A.S. will not fund anything over the actual amount of the charitable contribution.

## **SECTION IX USING A.S. FUNDS: THE A.S. REQUISITION**

### **CLAUSE 1. REQUISITIONS.**

Requisitions are used to obtain Purchase Orders and checks and to process journal entries (transferring money from one A.S. account to another), thus allowing an organization to access its A.S. funds. Before spending any A.S. funds, a requisition must be filled out, turned in to the A.S. Administration, UCen Room 2537, and the expenditure must be processed and **approved** before any funds can be spent. (Final approval bears the A.S. Executive Director’s signature.) Requisitions for A.S. checks take approximately 48 hours. Therefore, it is best to plan in advance.

### **CLAUSE 2. ESTIMATES.**

Estimates must be attached to the requisition prior to the time when the requisition is submitted to the A.S. Administration Office.

### **CLAUSE 3. HOW TO FILL OUT A REQUISITION.**

**All requisitions, including signatures, must be filled out in non-erasable pen.**

Refer to the sample requisition included here when reading through these steps. In the following sections, there is a more detailed description on what Purchase Orders, Checks and Journal Entries are, what they are used for, and a few examples of requisitions for frequently used items and vendors.

**STEP 1.** In the upper right hand corner, fill in the organization’s account and category numbers. The account number is the 3-digit number assigned to the organization by A.S. Administration. The category number is the 4-digit number.

These and other category numbers are used by all A.S.-funded groups and organizations. A complete list of categories is on file in the Finance and Business Committee Office. Refer to the Budget Breakdown and a current copy of the ledger containing account balances, available in the Admin Office in the UCen, to determine in which categories the organization has funds available. On the Requisition, also fill in today’s **date**.

**STEP 2.** Fill out to whom the check or Purchase Order is to be made payable. Be sure to include the **full address**, including the zip code.

**STEP 3.** Choose which type of transaction you will be making—Purchase Order, check or journal entry. Please check only **one** of these. **Each of these will be outlined in detail in the following sections.....**

**STEP 4.** If the check/Purchase Order (PO) is to be **mailed** through campus mail, please mark the box “Check/PO to be mailed” and write “campus mail” next to it. If only the box is marked, with nothing beside it, the Check/PO will be mailed through the U. S. mail or campus mail, as appropriate. If the Purchase Order is to be **picked up**, please mark the box indicating so. Be sure to write in the **full** name (first and last) of who will be picking up the Purchase Order. **IT IS THE RESPONSIBILITY OF THE ORGANIZATION TO MAKE SURE THE PURCHASE ORDER GETS TO THE VENDOR BEFORE THE PURCHASE IS MADE.** If the boxes are left unmarked, all signed checks/PO’s will be mailed directly to the vendor—either by U. S. mail or campus mail.

**STEP 5.** Fill out the “Description” area. Describe exactly what the money is going to be spent on. A good thing to remember is: Who? What? When? Where? Why? Answer as many of these questions, as possible. Also, include how much it is going to cost, or an estimated cost, and the unit price and tax if applicable. If using an estimated cost, write in the name of the person who gave you the quoted price in case of any discrepancies.

**STEP 6.** Have two people who are “Authorized Signers” on the organization’s account sign the requisition in non-erasable ink; they must also fill in their e-mail addresses. “Authorized Signers” are those who have gone through a Financial Workshop in the current fiscal year and have signed the “Account Authorization” form. Requisitions without proper authorized signers will be returned. **NOTE: A person cannot sign on a requisition that is made payable to him/herself.**

**STEP 7.** If the expenditure requires Finance and Business Committee approval, be sure to get that approval and have the appropriate documentation attached to the requisition **before** you turn it into the A.S. Administration Office.

**EXPENDITURES REQUIRING PRIOR APPROVAL FROM FINANCE AND BUSINESS COMMITTEE:**

1. Budget transfers for amounts over \$ 500.00
2. Food expenditures for amounts over \$500.00
3. A.S.-related travel, unless the travel is specifically delineated in the A.S. Legal Code
4. All entertainment expenditures
5. Checks payable to Office of Student Life

**STEP 8.** Do not turn in the requisition without checking your current account balance to make sure that you have funds available in the proper categories. You can check your current account balances in either the A.S. Main Office (UCen Room 1523) or the A.S. Finance and Business Committee Office (UCen Room 1523A). Once you have checked them, turn in all requisitions to the A.S. Administration Office (UCen 2537). A.S. Administration then logs in the requisition. This procedure allows the A.S. Administration Office to properly identify and track the requisition during handling. A.S. Administration will not make exceptions should an organization not turn in or properly complete a requisition. **Requisitions for Checks or Purchase Orders take 48 hours to be processed.** Checks and purchase orders will be available for pick up at the A.S. Cashiers Office.

**STEP 9.** Be sure to have fully completed Steps 1 through 8. If, for some reason, the requisition was not filled out correctly, and e-mail message will be sent to you within 48 hours. **IF THE REQUISITION MUST BE RETURNED FOR ANY REASON, THE ABOVE PROCESSING TIMES FOR PURCHASE ORDERS AND CHECKS WILL BEGIN ANEW FROM THE TIME THAT IT IS RE-SUBMITTED.** THEREFORE, TO AVOID DELAYS, BE SURE TO COMPLETE THE REQUISITION PROPERLY THE FIRST TIME, AND ALWAYS INCLUDE AT LEAST ONE E-MAIL ADDRESS.

## **SECTION X PURCHASE ORDERS**

### **CLAUSE 1. USES OF A PURCHASE ORDER.**

A Purchase Order is used when there is something specific to buy from a merchant or a vendor, or if money in the organization's account is set aside (i.e., an encumbrance) for an expenditure that is anticipated in the future, such as advertising

and copying costs. A Purchase Order is Associated Students' **promise to pay** for approved purchases. The money is committed for a specific purpose, and until the organization releases that money (pays the bill and/or liquidates the encumbrance) it is not available for any other purpose. **It is the most efficient way of using A.S. funds.**

#### CLAUSE 2. PROCESS TO FILL OUT AN A.S. PURCHASE ORDER.

A requisition needs to be filled out before a Purchase Order is valid; HOWEVER, before a Purchase Order can be filled out, it is advisable to find out which vendors will accept Purchase Orders from Associated Students. Most local and on-campus vendors will accept A.S. Purchase Orders. In addition, each of these vendors may have their own requisition forms, which need to be completed and submitted to A.S. Cashier's along with the A.S. Requisition. Specific instructions and examples for on-campus vendors are given in the upcoming sections. Next, the cost needs to be estimated. Ask for a complete figure including tax, shipping costs, and discounts (if applicable). The cost is "Total Price" on the requisition. If the total cost exceeds \$3,000 and the organization is using any vendor, then a "Purchase Estimate Form" must also be completed (with three estimates listed and the justification for the vendor whom the organization has chosen) and submitted with the requisition. Make sure the P.O. is approved (see previous section) and that a signed copy of the P.O. has been received by the vendor before the item is bought. When you give the merchant the Purchase Order, the bill will be sent to the A.S. Administration Office for them to pay from the organization's account.

#### CLAUSE 3. WHAT HAPPENS TO THE PURCHASE ORDER? WHERE WILL IT GO?

If the Purchase Order is to be mailed, make sure to indicate this in the **BOX IN THE LOWER RIGHT HAND CORNER OF THE REQUISITION**. If the Purchase Order is to be picked up, indicate this in the same location. It is also important to include the name and telephone number of the person who will be picking up the Purchase Order, at the A.S. Cashier's Office, UCen Room 1535. If these details are accidentally left unmarked, the signed copy of the Purchase Order will be mailed directly to the vendor, either by U.S. mail or campus mail. It is the organization's responsibility to follow up on all Purchase Order requests.

#### CLAUSE 4. TYPES OF PURCHASE ORDERS.

There are two types of Purchase Orders:

A. CLOSED PURCHASE ORDER – Closed Purchase Orders are for a specific or one-time expenditure, to be used

for a specific item or event, (e.g., renting equipment from Instructional Development, placing a Nexus ad).

B.OPEN PURCHASE ORDER – Open Purchase Orders are for running an account with a vendor. This allows

for a purchase for an extended amount of time (e.g., setting up a copying account with A.S. Publications Services).

#### CLAUSE 5. AVAILABILITY.

A Purchase Order takes a minimum of 48 hours to process; however, it is highly recommended that the organization check their e-mail the day after the requisition is turned in, just in case it cannot be processed for some reason. If the requisition has been filled out correctly, the resulting Purchase Order should be available two days later at the A.S. Cashier's Office. The Cashier's Office hours are Monday through Friday, 10:00 am-4:00pm.

### SECTION XI CHECKS

#### CLAUSE 1. USES OF A CHECK.

A check is used either to pay someone for his/her services (i.e., a contract or speaker's fees) or to purchase an item (such as a newsletter subscription) for which a Purchase Order might not be appropriate. For all check requisitions, you must include the name and full address of the person to whom the check is to be made payable. All documentation must be attached (e.g., a signed performer's contract) before a check will be issued. If no documentation is attached, the requisition will be returned and an e-mail message will be sent to the originator to pick up the requisition.

**NOTE:** Should a check be requested by a person or entity who is indebted to Associated Students (for an outstanding cash advance, excessive phone use, etc.), the payee must first go to the A.S. Cashier's to repay the indebtedness before the check will be released.

#### CLAUSE 2. WHAT HAPPENS TO THE CHECK? WHERE WILL IT GO?

Fill out the lower right hand corner of the requisition to indicate what the A.S. Administration Office should do with the check. If the check is to be mailed, make sure to indicate this in the box in the **LOWER RIGHT HAND CORNER OF THE REQUISITION**. If it is to be picked up at the A.S. Cashier's Office, indicate this in the bottom right-hand corner, as well. It is also important to include the name and telephone number of the person who will be picking up the check.

**NOTE:** The person picking up the check can be someone other than the person to whom the check is made out. Whoever picks up the check should take some identification with him/her as it must be provided for the check to be given out. If these boxes are accidentally left unmarked, the check will be mailed directly to the vendor, either by U.S. Mail or by Campus Mail, except for checks for speakers and performers. It is the organization's responsibility to follow up on all check requests.

**CLAUSE 3. AVAILABILITY.**

If a check is to be made payable to a speaker or performer for his/her services, the organization must have an "Associated Students Performance Agreement Form" filled out correctly, including the performer's social security number, signed by the speaker or performer (or representative) and turned in to the A.S. Cashier's Office **two weeks prior** to the performance if the performer wants to be paid at the event. When the signed contract and the requisition for the check to pay the performer has been approved by the Executive Director, the A.S. Administration Office will process the paperwork.

Checks are available for pick-up at the A. S. Cashier's/Ticket Office, but allow for a 48-hour turnaround time for all paperwork. The A.S. Cashier's/Ticket Office, UCen Room 1535, is open Monday through Friday, 10:00 am to 4:00pm.

**SECTION XII JOURNAL ENTRIES AND BUDGET TRANSFERS**

**CLAUSE 1. USES OF A JOURNAL ENTRY.**

A journal entry is used when transferring funds from one organization's A.S. account into another organization's account. This is done by marking the box "Journal Entry" on the requisition, writing the account name, number and category into which funds will be transferred in the space entitled "Payable to." If there is a transfer of more than \$500.00, in any seven-day period or for any given event, it must be approved by Finance and Business Committee.

**CLAUSE 2. PAYMENT FOR A.S. SERVICES BY GROUPS USING THEIR A.S. FUNDS.**

Groups wishing to use an A.S. service (such as the A.S. Publications Service) encumber for it by filling out a requisition for a Purchase Order. The payment, when the services are rendered, will be processed by Journal Entry in these instances.

**SECTION XIII HOW TO REQUISITION FOR ON-CAMPUS SERVICES****CLAUSE 1. PROCESS.**

There are a number of on-campus departments that have their own set of paperwork/requisitions that need to be filled out and sent to them with an A.S. Purchase Order before the order can be processed. These departments include Central Stores, Transportation Services, Kerr/Instructional Development, and Physical Facilities. All University work order forms must have the organization's A.S. Perm Number included under "Account Number," and some require a "Blanket Number," as well. It is advised to see a Finance and Business Committee liaison for further information. On the other hand, UCen Dining Services is one example of on-campus services that does not have this extra set of forms and only an A.S. Purchase Order is needed. In this section there are instructions and examples on how to go about using A.S. funds for the services provided by each of these departments.

**CLAUSE 2. INSTRUCTIONAL DEVELOPMENT/MEDIA EQUIPMENT.**

Instructional Development provides movies, slides, overhead projectors, screens, tape recorders, record players, mixers, portable P.A. systems, amplifiers, microphones and speakers.

If the organization plans on using any equipment from Kerr/Instructional Development it must plan ahead. Kerr requires at least 2 days to process their work orders and the A.S. Administration Office needs 2 days, so your requisition AND WORK ORDER must be turned in TO THE A.S. CASHIER'S at least 4 days before THE ORGANIZATION needs the equipment.

First, contact Instructional Development for an "estimated cost" of services and/or equipment. Next, fill out an A.S. Requisition requesting a Purchase Order. Use the "estimated cost" for the total price. Next, fill out a "Media Equipment Work Order." (See sample and instructions at the end of this manual). Pick up a requisition and a work order form in the Finance and Business Committee Office. After the form and the A.S. Requisition are complete, turn in both of them to the A.S. Cashier's. Allow 4 days for processing. The work order form will be faxed directly by A.S. Administration to Instructional Development.

**CLAUSE 3. CENTRAL STORES.**

Central Stores provides general office supplies. Pick up a Central Stores order form in the A.S. Finance and Business Committee Office. A Central Stores catalog can be used at the A.S. Finance and Business Committee Office. Use this catalog to look up descriptions of stock items, unit of issue, and stock numbers. Use the stock number to look up the price of the item in the price index located in the front of the catalog. It

is cheaper to order through Central Stores than it is to purchase items from almost any vendor. **NOTE:** There is no tax for items purchased through Central Stores. Completely fill out the Central Stores order form. (See the sample at the back of this manual). On the form under "Account Number," list the organization's "A.S. Account Number," the organization's "A.S. Perm Number," and the organization's "Blanket Number." If the organization's "Perm Number" is unknown, see a Finance and Business Committee member. The form must include all of this information. Next fill out an A.S. Requisition and **include the total amount of the purchase**. When filling out the A.S. Requisition follow the instructions on "How to fill out a requisition." Submit both the Central Stores order form and the A.S. Requisition to the A.S. Cashier's. Allow 48 hours for processing. Within 48 hours, the approved Central Stores form along with the Purchase Order will be faxed by A.S. Administration to Central Stores.

#### CLAUSE 4. FURNITURE SERVICES (CENTRAL STORES).

Furniture Services provides chair/table/staging rental, minor and major moves, and event set-up. In order to ensure the success of your event you need to contact Furniture Services at least a month before your event. Paperwork should be initiated as soon as possible thereafter.

First, contact Central Stores for an estimated cost of services and/or equipment. Fill out an A.S. Requisition for a Purchase Order following the instructions earlier in this manual. Use the "estimated cost" for the total price. Next fill out a Furniture Services Requisition using the instructions given at the back of this manual. Pick up the requisition forms at the Finance and Business Committee Office. After the Furniture Services Requisition and the A.S. Requisition are complete, turn in both of them to the A.S. Cashier's. **Allow 48 hours for processing.** The Furniture Services Purchase Order will be faxed by A.S. Administration to Furniture Services. If the organization wants to take the approved signed work order and Purchase Order to Central Stores, make sure the lower right hand corner of the A.S. Requisition has been completed with the first and last name of the person who will be picking up the work order.

#### CLAUSE 5. TRANSPORTATION SERVICES.

If the organization plans on using a University vehicle for travel, it must complete the following steps. It is highly recommended that the organization contact a Finance and Business Committee member for assistance in planning its travel if it has never used A.S. funds for travel. If the proper forms are not completely filled out and the



travel duly approved by Finance and Business Committee, then the organization will not be permitted to use A.S. funds. Therefore, it is advised to plan at least a month in advance.

**STEP 1.** Call the Central Garage dispatcher to inquire if a vehicle is available for the day and time you will be needing it. Also, find out what the approximate cost will be—charges plus mileage.

THE MOST RECENT RATES FOR VEHICLE RENTAL THROUGH  
TRANSPORTATION SERVICES

Category daily plus per mile

Sedan \$30.00 \$0.34

Sedan, Malibu Hybrid \$32.00 \$0.32

Sedan, Prius Hybrid \$32.00 \$0.30

Suburban 4WD \$42.00 \$0.54

Box Truck w/Lift \$55.00 \$0.64

Mini-Van \$40.00 \$0.44

12 Passenger Van \$42.00 \$0.50

The A.S. staff shall update the above rates accordingly and automatically.

**STEP 2.** It is important that there is enough money in the travel category of the organization's account. If it is not known, look up the current account balance in the ledger available in the Admin Office. If there is not enough money in the travel category and there is a need to transfer \$ 400.00 or more into it, then the organization must go before Finance and Business Committee to have the transfer approved.

**STEP 3.** Prepare a "Vehicle Request" form for the Transportation Services Office.

Instructions for filling this out

are in the last section of this manual. **NOTE:** One vehicle request must be completed for each vehicle used

(i.e., two forms will be needed if two vehicles will be used). Sign on the line

"Requested by." Do not sign by the

"Authorized Signature"; leave that space blank for the Executive Director's signature.

**STEP 4.** Fill out an A.S. Requisition requesting a Purchase Order, which details the Transportation Services

request form. Use the estimated amount for charges and mileage as the "Total Amount" on the requisition. A

conference announcement, meeting agenda or flyer must also be attached to the A.S. requisition as supporting documentation.

**STEP 5.** Complete the supplementary travel forms, e.g., the Driver's Contract(s), Passenger List, Transportation Services request forms, etc. (available in the Finance and Business Committee Office). Each driver must complete a "Driver's Contract." Each person in the group who plans on driving must fill out a Driver's Contract and a Release of Liability form. In addition, all passengers must be listed on the "List of Passengers Traveling" form and each must sign a Release of Liability form. No Authorized Purchase Orders, Vehicle Requests Forms, or other travel funds will be released until the Driver and Passenger forms have been received by the Cashier's Office. These forms are available in the Finance and Business Committee Office.

**STEP 6.** Submit all of the completed paperwork to the mailbox of the Finance and Business Committee Chair (A.S. Main Office) and you will be put on the Finance and Business Committee agenda to obtain travel approval, unless the travel falls into one of the categories defined in Section 6, Clause 7. If you need Finance and Business Committee approval, you must submit one (1) copy of the Travel Request, and one (1) copy of the Driver's Contract, Passenger List, and Release of Liability form when you turn in the originals of the forms to the A.S. Cashier's. Keep a copy for your records. A representative of the organization must attend the Finance and Business Committee meeting at which the travel request will be discussed.

**STEP 7.** After approval by Finance and Business Committee, and/or the A.S. Executive Director, the A.S. Administration Office will process the travel request. After **48 hours for processing**, a copy of the vehicle request(s) will be available to be picked up at the A.S. Cashier's office. The signed Vehicle Request form and Purchase Order will be needed BEFORE Transportation Services will reserve the vehicle, which is another reason why you need to plan well in advance.

**IF THE ORGANIZATION FAILS TO NOTIFY TRANSPORTATION SERVICES AND THE A.S. ADMINISTRATION OFFICE OF ANY VEHICLE CANCELLATION AT LEAST TWENTY-FOUR HOURS PRIOR TO ITS SCHEDULED PICK-UP, THE RESULTING CHARGE WILL BECOME THE LIABILITY OF THE ORGANIZATION OR ITS INDIVIDUAL MEMBERS.**

**CLAUSE 6. UNIVERSITY POLICY CONCERNING UNIVERSITY VEHICLES.**

University vehicles are provided for official University business only and are not to be used for personal or social purposes. Vehicles are reserved, based on justification, on a daily or per trip basis, or in exceptional circumstances, up to a maximum of five days (Monday through Friday). Trips are limited to the State of California.

Organizations that misuse University vehicles or violate driving regulations may have their privilege to use University vehicles withdrawn.

#### CLAUSE 7. PHYSICAL FACILITIES.

Physical Facilities provides electrician services; water, plumbing, and irrigation; dumpsters; grounds clean up; janitorial service, etc.. To arrange for services, you must contact Physical Facilities for an estimated cost of services and/or equipment. Physical Facilities generally needs at least a week's notification to schedule their services; thus plan on initiating the necessary paperwork at least seven to ten working days in advance. Fill out an A.S. Requisition for a Purchase Order. Use the estimated cost for the total price. Make sure to note on the A.S. requisition the name of the person who gave you the estimated cost. Next, fill out a Physical Facilities work order using the instructions given at the back of this manual. You can pick up the work order form at the Finance and Business Committee Office. After the form and the A.S. requisition have been completed, turn them into the A.S. Cashier's.

**Allow 48 hours for processing.** The work order will be faxed by A.S.

Administration to Physical Facilities.

#### CLAUSE 8. DAILY NEXUS.

To place an advertisement in the Daily Nexus, call the Nexus to determine the rates for your ad:

As of **September 10<sup>th</sup>, 2010**, the rate for an ad are \$9.56 per column inch per day. A full-page ad is 96 inches, a half page ad is 48 inches and a quarter page ad is 24 inches, and an eighth page ad is 20 inches. For a public service announcement the cost of a full-page ad would be approximately \$415 per day, a half page ad would be approximately \$310 per day. A public service announcement is defined as the advertisement for an event on campus that is non profit and generally has no ticket sales. Contact the Nexus advertisement office to discuss if your event qualifies as a public service announcement. Otherwise their regular prices will apply. Based on the \$9.56 per column per day rate a full-page ad would be \$917.76, a half page would be \$458.88, a quarter page would be \$229.44, and an eighth page would be \$191.20.

Then find out whether space is available in the issue or issues in which you want to run the ad and be sure to ask about the deadline by which the Purchase Order must be received. Complete an A.S. Requisition for a Purchase Order. In the section

“Payable to,” write “Daily Nexus.” Under “Description,” be sure to list the purpose of the ad, including applicable details (e.g., date and place of an event to be advertised) as well as the run date for your ad, and use the rate quoted to you by the Nexus as your “Total Price.” Following your group’s three-digit account number on the requisition, the account category (upper right corner of the requisition) which you must use for advertising expense is 7000. Determine in advance that funds are available in that category of your budget. If they are not, a transfer of up to \$ 500.00 may be made from another category of your budget by completing an additional requisition for a **journal entry** (see earlier section). An amount in excess of \$ 500.00 will require prior Finance and Business Committee approval.

Once the A.S. Requisition has been completed payable to the Daily Nexus, submit the requisition to the A.S. Cashier’s. **Allow a minimum of 48 hours for processing. THE DAILY NEXUS WILL NOT PLACE YOUR AD WITHOUT AN APPROVED ASSOCIATED STUDENTS PURCHASE ORDER. IT IS VITAL THAT THE ORGANIZATION PLAN AHEAD, BY SUBMITTING THE REQUISITION A MINIMUM OF THREE DAYS BEFORE THE DEADLINE WHICH THE NEXUS SETS FOR ACCEPTING ADS FOR THE RUN DATE OF YOUR AD.** When the A.S. Administration Office completes the Purchase Order that has been requisitioned, they will send it directly to the Nexus. Consequently, if 48 hours are needed for processing of your A.S. Requisition, you should be able to go to the Nexus office to place your ad and find the Purchase Order number which they required has already been received. Nonetheless, allow ample time to arrange for the ad and don’t wait until the last minute.

#### CLAUSE 9. CENTRAL STORES MAIL SERVICE.

If the organization wants to send out a one-time mailing of 200 or more pieces of identical mail, or 50 pounds of identical matter, then bulk mailing should be used. The guidelines for preparation of bulk-rate third class mailings and basic sorting instructions are available at the Finance and Business Committee Office. These guidelines are applicable to direct, 3-digit, state, and “mixed states” mailings. The stamps, rubber bands, and stampings are done at Central Stores. Final preparations of the mailing should be done at Central Stores. If your organization wishes to use an off-campus mailing service, a Control Number, available at Central Stores, must be used. Call Mail Services at Central Stores if there are any additional questions or to find out what restrictions apply. **A separate A.S. Requisition for a Purchase Order made payable to “Regents/Central Stores” must be completed in order to encumber funds for the postal charges before the bulk mail may be sent.** Remember to include your A.S. Perm Number in the Description area of the

requisition. Each one-time mailing will require a separate P.O., since Mail Services cannot set up an “Open P.O.” system.

CLAUSE 10. STA TRAVEL, INC.

If the organization wishes to use the service of STA Travel and wants to purchase the lowest airfare available for you, these guidelines must be followed for domestic travel:

**STEP 1.** Fill out a Purchase Order requisition at least one month before your departure date and obtain travel

approval from Finance and Business Committee before doing anything else!

**STEP 2.** AFTER Finance and Business Committee has approved the travel, make the airline reservation. Days of travel for the

lowest fare are Monday through Thursdays or staying over a Saturday night. If paying by a Purchase Order, STA

strongly suggests that you make a reservation first, and hold the seats. **Even though a seat is being held**

**and a quote given, the airlines have the right to change times and prices at any time. The**

**only way to secure a price is to purchase at the same time as the reservation.**

**STEP 3.** Be careful to differentiate refundable and non-refundable tickets. Non-refundable tickets cannot be changed after purchase.

**STEP 4.** If there are any further questions concerning purchasing a ticket from STA, call 893-5151.

CLAUSE 11. FAST ACCESS/BOOKSTORE PURCHASES.

FAST Access Cards can be used at the UCSB Bookstore for office supplies. To request a FAST Access card, please complete an A.S. requisition made payable to University Center (UCen) “FAST Access.” Please be sure to indicate on the requisition a “Contact Person.” This person will be required to sign for the card upon issuance and will be responsible for the use of the card. Should the card be lost or stolen, the contact person must notify the University Center immediately. In order for another card to be issued, there is a UCEN service charge of \$5.00 for which the individual using the card would be responsible and if there are any charges incurred during the time of the loss and the notification of the loss to the UCen, the individual would also be responsible for those. Cards can be picked up at the A.S. Cashier’s 7

working days after the requisition has been turned in and approved. A new requisition must be filled out to deposit additional funds to a card already in place.

## **SECTION XIV A.S. SERVICES AND CO-SPONSORSHIPS**

### **CLAUSE 1. PROGRAM BOARD AND OTHER CO-SPONSORSHIPS.**

There is the possibility of obtaining co-sponsorships with the A.S. Program Board and other campus departments. There are two types of co-sponsorships: Monetary and Service.

A. MONETARY CO-SPONSORSHIP: A copy of the event's budget must be submitted to the chair of the committee along with a request to attend the next meeting. If the Board or Committee decides to co-sponsor, the organization must include "Sponsored by A.S. (Name of Board or Committee)" on all pieces of advertisement.

B. SERVICES CO-SPONSORSHIP: If the organization would like a portion of an A.S. entities services donated or co-sponsored, as in sound equipment, ushers, volunteers etc., a proposal must be submitted to chair and a member of the organization must attend a regular meeting. Also, contact the committee member responsible for that specific service prior to submitting a proposal. If the board or committee decides to co-sponsor, the organization must include "Sponsored by A.S. (Name of board or committee)" on all pieces of advertisement.

C. OTHER CO-SPONSORSHIPS: If co-sponsorship is procured with other campus departments, the department must be invoiced before the money will be transferred to your organization's account. Invoices to bill the co-sponsoring organization are available in the Finance and Business Committee Office.

### **CLAUSE 2. A.S. SPONSORSHIP.**

If the Finance and Business Committee provides \$100 or more to fund an event, the co-sponsoring organization must provide Finance and Business Committee with two (2) tickets to the event. Any tickets issued under this policy go to the Finance and Business Committee Chair, who can at their discretion, give the tickets to anyone who would like them.

### **CLAUSE 3. A.S. NOTETAKING & PUBLICATION SERVICES AND QUICK COPY SERVICE.**

The Associated Students Publication Services provides high quality reprographics to the general University community. A.S. Quick Copy provides a high quality quick copy service for student groups and departments within Associated Students. The ASNS/ASPS will accept any reprographic projects especially those projects paid for through A.S. funds. Unless otherwise specified, all projects will be completed promptly. It is preferable to give the ASNS/ASPS advance notice of AT LEAST 48 HOURS for large copying and binding projects. The ASNS/ASPS will provide binding services that include: stapling, spiral binding, and/or sure binding.

BEFORE requesting services, a requisition must be completed as previously specified. Allow 48 HOURS for the processing of the Purchase Order, which will then be sent directly to the ASNS/ASPS. ASNS/ASPS will also accept projects on a check basis or those that will be paid for with Office of Student Life funds.

A. Do not open a Purchase Order made payable to "ASNS."

B. The A.S. Publications Service will NOT accept Quick Copy projects that are under fifty flashes (50 copies) per run. Projects under fifty (50) flashes should be completed on A.S. EDNA which is the self-serve copy machine located in A.S. Workroom, UCen Room 1527 (see CLAUSE 4 below).

C. Turn-around time for the Quick Copy Service depends on two factors: the length of the project submitted, and the current ASPS workload. From two (2) weeks prior to the beginning of any academic quarter until the third week into the quarter, the ASPS will be fulfilling its primary goal of processing classroom readers. During this period, Quick Copy projects may take longer to complete. During normal workloads, projects can be completed in twenty-four (24) to forty-eight (48) hours.

D. A.S. Departments that have projects that are printed on a regular basis, such as A.S. Senate minutes and weekly agendas, will have a designated "in" box to submit their projects to. Those submitting regular projects must fill out a requisition for an A.S. Purchase Order (payable to A.S. Quick Copy); however, they are

not required to fill out a standard order form. Once placed in the "in" box, the original document will be processed according to the standing instructions.

For further information, contact A.S. Notetaking Services at 893-4471.

#### CLAUSE 4. MARY K COPY.

Mary K Copy Machine is a self-serve copy machine located in the A.S. Workroom, UCen 1527. It is available to all groups that open an A.S. Purchase Order made payable to "A.S. EDNA" using category 7000 – Operating. (See "Process to Fill Out an A.S. Purchase Order," Section XI, if you need additional information.)

- A. Once a signed Purchase Order is received by the ASPS an account with password will be programmed into EDNA. Confirmation of this account, including the password, will be e-mailed to the authorized contact person within twenty-four (24) hours.
- B. Passwords can be changed when requested by the authorized contact person.
- C. All EDNA accounts are cleared at the end of each academic year or when requested by the authorized contact person.
- D. Each account user is responsible for copies made on EDNA including any unauthorized use.
- E. A.S. Secretaries have priority with the use of EDNA in all matters of duplicating.

Questions or problem with EDNA's operation should be directed to the manager of A.S. Publication Services at 893-4471.

**CLAUSE 5. A.S. MAIL SERVICE.** The A.S. Administration Office provides the A.S. Mail Service. Boxes for On-Campus and Off-Campus mail pick-up are located in the A.S. Main Office. **If there is no organization name included on the package or envelope, it will not be sent. No personal mail will be sent.** The mail is picked up Monday through Friday at 2:00 p.m.

## **SECTION XV SHORT-TERM EMERGENCY STUDENT LOANS**

The Associated Students may, through the A.S. Cashiers or other A.S. entity designated by the Executive Director, issue interest-free, emergency loans which will be processed through the A.S. Cashiers Office and applied to the University BARC account, to registered undergraduate students. The loan may not exceed four hundred dollars (\$400.00) per student per quarter. Any defaulted loans will be dealt with according to the procedures followed by BARC office, which processes and will determine the uncollectible funds. Policies and procedures governing the issuing of loans and further student eligibility for them, as well as handling or processing fees, and penalties for defaulted loans, shall be determined by the A.S. Cashiers or other designated entity upon approval of the Executive Director, in accordance to the effective policies under the university BARC office, in an effort to collect upon any defaulted loans. These policies shall be included in the A.S. Financial



Policies and procedures upon their approval by the A.S. Senate.

These loans are not grants and represent one of many loan options available to undergraduate students on campus. They are not to be confused with any federal, university, or campus-organized grant, or the A.S./EOP grant, and disbursements thereof.

## **SECTION XVI OUTSTANDING DEBTS**

### **CLAUSE 1. DEBT REPAYMENT.**

Any individual may not receive payment from A.S. in any form (e.g. cash advances, honoraria, paychecks, etc.) until all outstanding debts (e.g. student loans, returned checks, cash advances, office damage) that the individual has incurred with A.S. have been repaid. Any monies due to the individual will be deducted until his/her entire debt(s) is repaid. A. S. may debit the individual's or the organization's Perm Number through the BARC office.

## **SECTION XVII FINANCIAL FORMS**

### **Examples of Requisitions, Request for A.S. Funds, Work Orders, and Other Forms**

A.S. Requisition

Authorized Signers Form

A.S. Performance Agreement

W-9

A.S. Travel Request

A.S. Publications Full Service Pricing

A.S. Independent Contractor Agreement

## **SECTION XVIII SUSTAINABLE PURCHASING**

Associated Students acknowledges that the majority of the environmental impact of a typical office environment is not from on-site practices and energy use but from the manufacturing and production, transportation, and disposal of purchased items. In addition, a great deal of global manufacturing is done in poor working environments with very low wages for employees. Associated Students therefore should place a high priority on ensuring that purchased goods are as sustainable and socially responsible as possible.

CLAUSE 1

Associated Students acknowledges that the most sustainable purchase is no purchase at all, and therefore encourages groups to consider if they really need an item or a large quantity of items. Purchasing used items should be highly encouraged assuming all other policies are followed.

CLAUSE 2: SUSTAINABLE PURCHASING OF FOOD, DRINKS, AND SERVINGWARE

1. Absolutely no single-use water bottles may be purchased. Water coolers and 5-gallon jug pumps must be used for event hydration stations.
2. All coffee and tea must be certified Fair Trade and certified organic.
3. All bananas and chocolate, in which the chocolate is the primary ingredient of the purchased item (as opposed to trail mix, cookies, etc), must be certified Fair Trade.
4. All public events with more than 30 attendees that provide food must have vegetarian and vegan options.
5. A.S. spaces may not purchase single-use products such as coffee cups or paper plates for daily office users; daily users should provide or be provided with reusable items.
6. Certified compostable single-use food service products, including plates, bowls, utensils and napkins, may be purchased for events and guests. These items should be purchased from the A.S. supply of compostable goods in order to minimize costs and reduce packaging.
7. No polystyrene (Styrofoam) may be purchased or used.

CLAUSE 3: SUSTAINABLE PURCHASING OF SWAG AND GIVEAWAY ITEMS

1. Clothing and apparel must be sewn, dyed, and printed in the U.S. and must be made from either recycled and/or reclaimed materials (preferred), organic cotton, or U.S. grown cotton.
2. Reusable bags must be sewn, dyed, and printed in the U.S. and must be made from either recycled and/or reclaimed materials (preferred), organic cotton, or U.S. grown cotton.
3. Water bottles must be manufactured and printed in the U.S. and must be made of either glass, aluminum, stainless steel, or BPA-free plastic.
4. Promotional pens and pencils must be made from at least 30% post-consumer recycled materials.

CLAUSE 4: SUSTAINABLE PURCHASING OF PAPER AND OFFICE SUPPLIES

1. White printing paper used for black and white printing must be made up of 100% post-consumer recycled content. 100% post-consumer recycled paper must be available for colored printing on white paper. Colored paper must be at least 20% post-consumer recycled content.

2. Office supplies should be purchased from the A.S. supply cabinet whenever possible as these items have been bought with sustainable principles in mind.
3. A list of sustainable office supplies should be provided to A.S. groups so that they may place their own orders if necessary.

#### CLAUSE 5: SUSTAINABLE PURCHASING OF PAINT

1. All paint must be water-based and low or no-VOC (volatile organic compound).
2. Before purchasing new paint, groups are encouraged to check the paint exchange cabinet at Environmental Health and Safety for free supplies.

#### CLAUSE 6: SUSTAINABLE PURCHASING OF ELECTRONICS, APPLIANCES AND BATTERIES

1. Computers, laptops, tablets, monitors, printers, copiers and TVs that are purchased new must be certified as EPEAT Gold. Used equipment does not need to meet this standard.
2. Refrigerators, computers, laptops, tablets, monitors, printers, copiers and TVs must be EnergyStar certified.
3. Printers that are purchased new must be capable of double-sided printing and this must be the default setting. Printers purchased used do not need to meet this standard.
4. Coffee makers that use single-serving plastic pods instead of traditional coffee filters are not permitted in A.S. spaces.
5. All batteries should be rechargeable.

#### CLAUSE 7: SUSTAINABLE PURCHASING OF FURNITURE

1. Furniture should be purchased used whenever possible. Central Stores and the GIVE sale are preferred sources due to the easy accessibility for campus groups, though others are acceptable as well.
2. Furniture that is made in the U.S. and from reclaimed or recycled materials, Forest Stewardship Certified Wood or sustainable fabrics is prioritized.

#### CLAUSE 8: EXCEPTIONS

Exceptions to this policy should only be made after groups have demonstrated a good faith effort to comply, but doing so would cause a great hardship and would inhibit a core function of that group's mission. Exceptions to this policy may be granted in the following cases:

1. When specifically required in a contract with a non-A.S. entity.
2. When specifically required in order to comply with health and safety policies.
3. During situations out of A.S.'s control (i.e. during out-of-area travel)
4. When approved by Finance and Business and/or Senate oversight of minutes.

**ADDENDUM****UNIVERSITY OF CALIFORNIA POLICIES ON COMPULSORY CAMPUS-BASED STUDENT FEES****80.00 POLICY ON COMPULSORY CAMPUS-BASED STUDENT FEES**

The Regents have authority to impose fees for any University purpose. All campus-based student fees at a campus must be approved by the Chancellor of that campus, except that no compulsory campus-based fees shall be effective until also approved either by The Regents or by the President under the President's delegated authority, as appropriate.

**81.00 Compulsory Campus-Based Student Fees**

Compulsory campus-based student fees are fees levied at individual campuses which must be paid by all registered students to whom the fee applies. Such fees may be used to fund: (1) student-related services and programs, including, but not limited to, referenda-based student health insurance programs; (2) construction and renovation of student facilities such as student centers and recreation facilities; and (3) student governments, Registered Campus Organizations, and student government- and Registered Campus Organization-related programs and activities.

**81.10**

This Policy does not apply to Universitywide fees, to campus-based health insurance fees except those that have been approved by The Regents, to fees related to instruction, or to campus-based miscellaneous fees that require either the Chancellor's or the President's approval.

**82.00 Referendum Requirement for Establishing or Increasing Compulsory Campus-Based Student Fees**

Compulsory campus-based student fees may only be established or increased following a referendum in which students vote in favor of the compulsory fees, except as provided in Section 83.00 of these Policies. If also authorized by students as part of the original referendum, a portion of the revenue from these fees may be set aside for financial aid purposes.

**83.00 Exceptions to the Referendum Requirement****83.10**

An increase in compulsory campus-based student fees may be approved either by The Regents or by the President under the President's delegated authority as appropriate,

subject to the Chancellor's recommendation, and does not require a student referendum, under any of the following circumstances:

#### 83.11

When a student referendum was not specifically required for increases in a compulsory campus-based student fee, as established in the original ballot measure language approved by students in a student election.

#### 83.12

When the Chancellor determines that an increase is necessary for the health and safety of students, such as for the maintenance of the safety of a building or facility that is funded wholly or in part by compulsory campus-based student fees. Safety issues are those that are potentially dangerous such as risk of fire, asbestos, earthquakes, or structural deficits. (See the University Policy on Seismic Safety and the University Policy on Environmental Health and Safety.)

For buildings or facilities with multiple uses, whenever possible the costs to students for funding safety-related or health-related maintenance should be based on the proportion of current non-academic student use of the facility. A portion of the revenue from these fees may be set aside for financial aid purposes.

#### 83.13

When the fee increase is necessary to meet legal requirements (such as new code requirements) or contractual obligations (such as income projections) specified in the funding covenants of a building or facility that is funded wholly or in part by student fees. For buildings or facilities with multiple uses, whenever possible the costs to students for such increases should be based on the proportion of current non-academic student use of the facility.

### 84.00 Procedures and Required Approvals for Establishing or Increasing a Compulsory Campus-Based Student Fee

#### 84.10

Except as provided in Section 83.00 of these Policies, to establish or increase a compulsory campus-based student fee Chancellors shall establish in campus implementing regulations, prior to any referendum:

#### 84.11

Procedures for student consultation and, in the case of student fee-funded facilities, procedures for continuing student consultation once the facility is constructed;

#### 84.12

Voting pool requirements, in which a substantial number of students, as specified by the Chancellor in advance of the referendum, participate; and

#### 84.13

A requirement for at least a majority-vote approval.

#### 84.20

All referendum results are advisory to the Chancellor and, conditional on the Chancellor's recommendation, are subject to final approval either by The Regents or by the President under the President's delegated authority, as appropriate.

#### 85.00 Requirements For Reducing or Eliminating a Compulsory Campus- Based Student Fee

Chancellors shall establish in campus regulations procedures for reducing or eliminating a compulsory campus-based student fee.

86.00 Support for Registered Campus Organizations and Related Programs and Activities from Compulsory Campus-Based Student Fees [replaces the University of California Guidelines for Funding Registered Campus Organizations and Related Programmatic Activities by Compulsory Student Fees, as revised **October 26, 1999**]

#### 86.10 Conditions for Support

Compulsory campus-based student fees allocated to student government may be reallocated to support Registered Campus Organizations and Registered Campus Organization-related programs and activities consistent with the University's educational purposes in providing such support, as set forth in Section 86.20 of these Policies. The process for making such reallocations must be based solely on viewpoint-neutral criteria, as set forth in Section 86.30 of these Policies.

#### 86.11

A Registered Campus Organization that is preponderantly or exclusively funded by a student government or other campus entity from compulsory campus-based student fees shall primarily have University of California students as its members. Particular programs and activities of a Registered Campus Organization funded from compulsory campus-based student fees shall be open to participation by the entire campus community. In addition, all expenditures relating to particular programs and activities of a Registered Campus Organization (whether the program or activity takes place on- or off-campus) that are funded from such fees must be under the direct control of University of California students. (See also Section 70.20 of these Policies.)

#### 86.12

The referendum process set forth in Section 82.00 of these Policies shall not be accessible to a Registered Campus Organization or any student group other than a student government. The foregoing is not intended to preclude access to the referendum process by any administrative unit of the University, subject to appropriate student consultation. Support for a Registered Campus Organization or any student

group other than a student government from compulsory campus-based student fees must be in the form of a reallocation from student government or other appropriate campus entity to the Registered Campus Organization or other student group. All such reallocations must be made consistent with the requirements for viewpoint-neutral funding set forth in Sections 86.20 and 86.30 of these Policies. (See also Section 70.81 of these Policies.)

#### 86.13

A student government in consultation with the campus, or a campus with the concurrence of the student government, may at its discretion establish and administer a mechanism providing for a pro rata refund to any student of that portion of his or her student government fees that are allocated by a student government or other campus entity to support a particular Registered Campus Organization or Registered Campus Organization-related program or activity. Establishment of such a refund mechanism is not required either as a matter of University policy or the law. (See also Section 70.83 of these Policies.)

#### 86.20 The University's Educational Purposes

The University's educational purposes are served when reallocations by a student government or other campus entity of compulsory campus-based student fees to support Registered Campus Organizations and Registered Campus Organization-related programs and activities are made: (1) to provide opportunities for the educational benefits and personal and social enrichment that derive from participation in extracurricular programs and activities; and (2) to stimulate on-campus discussion and debate on a wide range of issues from a variety of viewpoints.

Consistent with the above purposes, such reallocations shall only be made to support either the general organizational expenses of Registered Campus Organizations and Registered Campus Organization-related programs and activities or their associated communicative purposes.

In addition, allocation decisions to provide such support must be made without regard to the viewpoint of a particular Registered Campus Organization or Registered Campus Organization-related program or activity, and must be balanced in relation to the support provided to other Registered Campus Organizations or Registered Campus Organization-related programs and activities in similar circumstances.

#### 86.30 Campus Procedures and Criteria to Assure Viewpoint Neutrality

In fulfilling these purposes consistent with applicable law and Section 86.20 of these Policies, campuses shall have responsibility for ensuring that student governments and, as applicable, other campus reallocation entities, maintain procedures and criteria for making specific reallocation decisions for the support of Registered Campus Organizations and Registered Campus Organization-related programs and activities

from compulsory campus-based student fees. Such procedures and criteria must be viewpoint-neutral in their nature; that is, they must be based upon considerations which do not include approval or disapproval of the viewpoint of the Registered Campus Organization or any of its related programs or activities.

#### 86.31

Criteria appropriate to be given balanced consideration in the making of viewpoint-neutral reallocation decisions might include, but are not limited to: the objectively documented organizational needs of the Registered Campus Organization based on membership size; its office or equipment requirements; the extent of financial support the Registered Campus Organization receives from other sources; or the production costs associated with a particular event or series of events the Registered Campus Organization typically sponsors. Such sponsored events supported in whole or in part by compulsory campus-based student fees need not avoid controversial political, religious, or ideological content, subject to the understanding that under current University policy (see Section 30.20 of the Policy on Speech and Advocacy) campuses have a responsibility to assure an ongoing opportunity for the expression of a variety of viewpoints.

#### 86.32

Campus procedures and criteria shall provide: (a) that student governments or other campus entities responsible for reallocating compulsory campus-based student fees must publicize widely and regularly to Registered Campus Organizations the availability of such funds to support Registered Campus Organizations on a viewpoint-neutral basis, as well as the viewpoint-neutral criteria on the basis of which such funds will be reallocated; and (b) that communications to Registered Campus Organizations on the availability of such funds must be made in a timely fashion, and be reiterated periodically during the year as long as such funds remain available, to ensure sufficient time for the preparation of funding proposals in advance of funding decisions.

#### 86.33

Campus criteria and procedures shall also provide for: (a) documentation of all funding processes available to Registered Campus Organizations, including notice of the opportunity to apply for funding and the criteria upon which funding requests will be judged, consistent with Section 86.32 of these Policies; (b) documentation of all funding requests by Registered Campus Organizations and actions taken by the student government or other campus entity with reference to the published funding criteria in response to such requests; and (c) a formal process that allows Registered Campus Organizations or individual students to appeal, in a reasonable and timely manner, funding decisions regarding particular Registered Campus Organizations or Registered



Campus Organization-related programs and activities made by the student government or other campus reallocating entity.

#### 86.34

Compulsory campus-based student fees may be reallocated to pay for speakers sponsored by Registered Campus Organizations. Over time, such events should stimulate on-campus discussion and debate from a wide range of viewpoints on a variety of issues.

#### 86.40 Legal Review of Campus Procedures and Criteria

Campus procedures and criteria for reallocation of compulsory campus-based student fees to support Registered Campus Organizations and Registered Campus Organization-related programs and activities on a viewpoint-neutral basis must be reviewed by the Office of the General Counsel to ensure that the procedures and criteria are consistent with the law and these Policies. In addition, campuses are advised to consult with the Office of the General Counsel should a question arise about whether a particular reallocation is viewpoint-neutral in nature and meets the University's educational purposes as specified in Section 86.20 of these Policies.

#### 87.00 Transfer of Compulsory Campus-Based Student Fees to Non- University Entities

Compulsory campus-based student fees may be expended by a student government, Registered Campus Organization, or other campus entity to cover the expenses of direct participation by University students in a particular non-University-sponsored educational program or activity. Such fees may also be expended in payment of applicable dues necessary to sustain membership by a student government or Registered Campus Organization in national and other regional non-University associations at the basic level established by such associations, so long as the level of any such assessment is in line with what is assessed similar student organizations at other institutions comparable in size and nature to the University as a requirement of basic membership. Except as provided immediately below, memberships at a preferential level that require the payment of higher periodic dues than what is required to sustain basic membership, or the assessment by such non-University associations of supplemental contributions from their members as an expectation but not a requirement of continued membership, may not be supported from compulsory campus-based student fees.

Other than for considerations of basic membership as set forth above, additional transfers of funds from compulsory campus-based fees by a student government, Registered Campus Organization, or other campus entity to such non-University associations may be made only when they can be justified, in advance of the transfer, to the Chancellor (or other campus official designated by the Chancellor with administrative oversight over the student government, Registered Campus

Organization, or other campus entity) as providing a direct educational benefit to University of California students commensurate with the proposed expenditure. Compulsory campus-based student fees may not otherwise be expended by a student government, Registered Campus Organization, or other campus entity in support of, or be otherwise transferred to, a non-University organization, program, or activity, except in payment for goods and services directly necessary to the operation of that student government, Registered Campus Organization, or other campus entity, its programs or activities.

The referendum process set forth in Section 82.00 of these Policies shall not be available either to establish a new compulsory campus-based student fee, or to lock in an increase to an existing such fee, for the purpose of supporting any non-University organization, program, or activity. (See also Sections 67.10 and 70.90 of these Policies.)

(Source: University of California, Office of the President, Systemwide Policies and Guidelines, Revised **July 28, 2004**)

## **UNIVERSITY OF CALIFORNIA POLICIES ON REGISTERED CAMPUS ORGANIZATIONS**

### **70.10 Definition; Registration and Membership Requirements**

A Registered Campus Organization is an organization whose membership predominantly comprises students, faculty, and/or staff of a particular University campus, and that attains recognition as a Registered Campus Organization by complying with the requirements and procedures set forth in campus implementing regulations. Such regulations shall require that the organization furnish a written statement of its name and its purposes, signed by its officers or other authorized representatives, and that includes as well such other pertinent information as the campus may specify. Membership in a Registered Campus Organization shall be open to any student, consistent with the Nondiscrimination Policy Statement for University of California Publications Regarding Student-Related Matters, with the exception that membership in an officially recognized sorority or fraternity may be limited by gender. Membership in a Registered Campus Organization may be extended to individuals other than students, faculty, and staff, under conditions specified in campus implementing regulations. An authorized student government of a campus shall not be eligible for registration also as a Registered Campus Organization of that campus.

### **70.20 Requirements for Funding from Compulsory Campus-based Student Fees**

A Registered Campus Organization that is preponderantly or exclusively funded by a student government or other campus entity from compulsory campus-based student fees shall primarily have University of California students as its members. Particular

programs and activities of a Registered Campus Organization funded from compulsory campus-based student fees shall be open to participation by the entire campus community. In addition, all expenditures relating to particular programs and activities of a Registered Campus Organization (whether the program or activity takes place on- or off-campus) that are funded from such fees must be under the direct control of University of California students. (See also Section 86.11 of these Policies.)

#### 70.30 Conduct and Discipline

A Registered Campus Organization is required to comply with University policies and campus regulations as well as applicable laws or it will be subject to revocation of registration, loss of privileges, or other sanctions. In denying or revoking registration or applying sanctions, campus regulations shall provide an opportunity for a hearing with basic standards of procedural due process.

#### 70.40 Use of University Name

A Registered Campus Organization shall not use the name of the University of California or abbreviations thereof as a part of its own name except in accordance with applicable law and University policy (including, but not limited to, State of California Education Code, Section 92000, and the Presidential Policy to Permit Use of the University's Name) as well as campus implementing regulations.

#### 70.50 Use of University Properties

Any use of University properties and services by a Registered Campus Organization must conform to Section 40.00 of these Policies and applicable campus time, place, and manner regulations.

#### 70.60 Fiscal Accountability

Chancellors may investigate, through audits or other means, and take action to ensure that the fiscal activities of a Registered Campus Organization comply with legal requirements and University policies and procedures.

#### 70.70 University Sponsorship

As provided in Section 41.00 of these Policies, a Registered Campus Organization that uses University property, services, or other resources must avoid any unauthorized implication that it is sponsored, endorsed, or favored by the University.

#### 70.80 Support

A Registered Campus Organization or Registered Campus Organization-related program or activity may be supported from compulsory campus-based student fees and/or from voluntary contributions under conditions set forth in Sections 86.00 and 90.00 respectively of these Policies.

#### 70.81

The referendum process set forth in Section 82.00 of these Policies shall not be accessible to a Registered Campus Organization or any student group other than a

student government. The foregoing is not intended to preclude access to the referendum process by any administrative unit of the University, subject to appropriate student consultation. Support for a Registered Campus Organization or any student group other than a student government from compulsory campus-based student fees must be in the form of a reallocation from student government or other appropriate campus entity to the Registered Campus Organization or other student group. All such reallocations must be made consistent with the requirements for viewpoint-neutral funding set forth in Sections 70.82, 86.20, and 86.30 of these Policies. (See also Section 86.12 of these Policies.)

#### 70.82

Any process adopted by a student government or other campus entity to provide support to a Registered Campus Organization or Registered Campus Organization-related program or activity from compulsory campus-based student fees must employ solely viewpoint-neutral criteria as set forth in Section 86.30 of these Policies.

#### 70.83

A student government in consultation with the campus, or a campus with the concurrence of the student government, may at its discretion establish and administer a mechanism providing for a pro rata refund to any student of that portion of his or her compulsory campus-based student fees that are allocated by a student government or other campus entity to support a particular Registered Campus Organization or Registered Campus Organization-related program or activity. Establishment of such a refund mechanism is not required either as a matter of University policy or the law. (See also Section 86.13 of these Policies.)

**70.90 Transfer of Compulsory Campus-Based Student Fees to Non-University Entities**  
Compulsory campus-based student fees may be expended by a Registered Campus Organization to cover the expenses of direct participation by University students in a particular non-University-sponsored educational program or activity. Such fees may also be expended for the payment of applicable dues necessary to sustain membership by a Registered Campus Organization in national and other regional non-University associations at the basic level established by such associations, so long as the level of any such assessment is in line with what is assessed similar student organizations at other institutions comparable in size and nature to the University as a requirement of basic membership. Except as provided immediately below, memberships at a preferential level that require the payment of higher periodic dues than what is required to sustain basic membership, or the assessment by such non-University associations of supplemental contributions from their members as an expectation but not a requirement of continued membership, may not be supported from compulsory campus-based student fees.

Other than for considerations of basic membership as set forth above, additional transfers of funds from compulsory campus-based student fees by a Registered Campus Organization to such non-University associations may be made only when they can be justified, in advance of the transfer, to the Chancellor (or other campus official designated by the Chancellor with administrative oversight over Registered Campus Organizations) as providing a direct educational benefit to University of California students commensurate with the proposed expenditure.

Compulsory campus-based fees may not otherwise be expended by a Registered Campus Organization in support of, or be otherwise transferred to, a non-University organization, program, or activity, except in payment for goods and services directly necessary to the operation of the Registered Campus Organization, its programs or activities.

The referendum process set forth in Section 82.00 of these Policies shall not be available either to establish a new compulsory campus-based student fee, or to lock in an increase to an existing such fee, for the purpose of supporting any non-University organization, program, or activity. (See also Sections 67.10 and 87.00 of these Policies).

(Source: University of California, Office of the President, Systemwide Policies and Guidelines, Revised **July 28, 2004**)