

## **PROCEDURES FOR SPENDING CAMPUS ORGANIZATION FUNDS**

Questions should be directed to the Associated Students Government's designated Bookkeeper

- (1) All persons wishing to spend funds in a Campus Organization account must comply with the following procedures
  - (a) Requisitions, complete with prices and full descriptions of items to be purchased, must be submitted for approval at least two days prior to the needed purchase date.
  - (b) All requisitions must be signed and approved by the Club Advisor, Club Officer, the Dean of Student Development & Campus Events and/or Agents by Law or Agents in fact, and the Vice President of Student Services. The expenditure or contribution of campus organization funds is prohibited where the purpose of the expenditure or contribution would be for any of the following:
    - (1) An illegal or improper purpose.
    - (2) A purpose which would conflict with the authority.
    - (3) An activity which is not sponsored on behalf of all the members of the campus organization.
    - (4) The person or entity to which the contribution or expenditure is made is not properly accountable for the use of the funds.
    - (5) The person or entity to which the expenditure or contribution is made is not properly identified or organized to assure that the use of student funds will be for a purpose meeting the criteria established above.
  - (c) The Associated Students Government's designated Bookkeeper will process requisitions to determine if sufficient funds are available.
  - (d) If sufficient funds are available, a purchase order will be issued by the Associated Students Government's designated Bookkeeper.
  - (e) All receipts must be submitted to the Associated Students Government's designate Bookkeeper.
  - (f) Clubs will be charged a bookkeeping fee in the amount of \$2.50 per semester for accounting services.
  - (g) Funds deposited in chartered club accounts will not bear interest unless \$1,000.00 or more is left on deposit at the end of the fiscal year.