

## **Associated Students, CSUF, Inc. 2009-2010 Annual Budget Policies**

All programs and services receiving ASI funding are encouraged to become familiar with ASI policies, procedures and budget language regulating the expenditures of ASI fees. Non-compliance with these policies may result in the withholding of ASI funds.

1. ASI shall reimburse for mileage. Drivers must complete necessary paperwork prior to departure in order to receive reimbursement. ASI shall not reimburse any group or individual for mileage traveled between home and campus.
2. ASI shall not fund t-shirts at more than \$12 per shirt. Such t-shirts are for the promotion of ASI, its councils, and programs. Money shall not be spent on t-shirts for individual clubs and organizations.
3. ASI shall not fund regular copy costs at more than \$0.05 per copy.
4. ASI councils and ASI Productions may spend a maximum of \$250 of student fees for a banquet or year-end event for members of the particular council or program. This figure does not include awards for members. ASI shall not fund banquets or year-end events for individual clubs and organizations.
5. ASI shall not fund flyers promoting club meetings for any purpose. Flyers promoting events may be funded.
6. No organization may advertise in the Daily Titan, other than in the classified section, without prior approval of the Vice of President of Finance.
7. All programs must order office supplies through the Administrative Offices, TSU-218. Organizations failing to do so will not be reimbursed. The Vice President of Finance must approve exceptions prior to purchase.
8. The Director of Program Support or Executive Director must sign all contracts before making commitments for events.
9. ASI shall not fund University Programs and Departments in its annual budget with the exception of University Athletics, the Irvine Campus, and the Arboretum.
10. Programs and councils required to submit an expense report per Policy Statement #504 shall file such a report with the Vice President of Finance at the first monthly meeting of the Executive Senate. The Vice President of Finance may freeze the budget of a program or council that fails to submit such a report. Reinstatement of allocated funds shall occur with approval from the Finance Committee and Board of Directors.
11. All Councils and Programs must submit a written report to the Executive Vice President and Chair of the Board of Directors at the end of each semester detailing any approved allocations in either Contracts/Fees/Rentals or Travel. This report must contain a summary

statement explaining how ASI funds were used for each proposal. The Vice President of Finance may freeze the budget of a program or council that fails to submit such a report. Reinstatement of allocated funds shall occur with approval from the Finance Committee and Board of Directors.

12. Funding for student travel shall abide by the following criteria:

A. Individuals may receive up to \$500 for travel without proof of personal contribution.

B. It is the preference of ASI to only fund travel up to \$500 for each student traveling; however, individuals receiving an amount over \$500 must show proof of no less than a 25% personal or outside contribution.

C. Each Council reserves the right to enforce a personal contribution percentage including allocations below \$500.

D. Funds allocated by the Titan Student Union Governing Board shall abide by this policy. Registration fees for the ACUI Regional and National conference shall not apply to the \$500 limit.

E. The Board of Directors may make exceptions to this policy through budget language or a majority vote of the Board.

13. Awards, plaques, and trophies shall be limited to \$35 per award. This policy may be waived by the Vice President of Finance.

14. The Titan Student Union operating budget shall follow these policies. The Titan Student Union Director shall report to the Board of Directors quarterly on the activities and programs of the Titan Student Union and Student Recreation Center.