

# **Titan Student Centers**

## **Fiscal Year 2015-2016 Budget**

California State University, Fullerton

This budget has been approved by the ASI Board of Directors, the ASI President & CEO,  
and the University President.



# **Titan Student Centers**

## **Budget Policies & Procedures**

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## Budget Policies and Procedures

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## **PURCHASING AND PAYMENT PROCEDURES**

### **Procurement**

Procurement is accomplished in two manners—with or without a purchase order.

Without a purchase order, procurement activity can be accomplished via service contract, credit card, check request, and, rarely, with a confirming order which is often referred to as a verbal purchase order.

With a purchase order, procurement activity can be accomplished via a regular purchase order or an open (or blanket) purchase order. Open purchase orders are utilized for frequent recurring purchases in support of operational efficiency.

A purchase order is often required or preferred by our vendors and service providers. ASI requires a purchase order for all capital expenditures, any trades purchases over \$7,500, and non-trades purchases over \$2,500 and is generally the preferred method for procurement.

### **Purchase Order Procedures**

#### **A. Regular Purchase Order Procedures**

A purchase order is the preferred method of procurement. A purchase order is required when the value of the purchase exceeds \$2,500 (non trades), \$7,500 (trades), and for any capital equipment. In some cases, a vendor may request a purchase order. Purchase orders will be issued as follows:

1. Secure a Purchase Order Request Form for any item to be purchased. Forms can be obtained from the ASI Accounting Office in TSU-224 or the TSC Administrative Office in TSU-218.
2. Complete the Purchase Order Request Form and send both copies (with bids and backup attached when appropriate) to the TSC Administrative Office. When approvals have been obtained, the TSC Office Coordinator will prepare the Purchase Order and assign a purchase order number.
3. The Purchase Order is prepared by the TSC Office Coordinator and mailed or faxed to the vendor. Other copies of the Purchase Order are distributed, with the yellow copy of the Purchase Order Request Form and the goldenrod copy of the Purchase Order returned to the requesting department. There is an exception to copy distribution in the case of capital or controlled equipment purchases (1002-8096). The goldenrod copy is given to the ASI Director of Financial Services for payment and asset tracking and control.

When issuing Purchase Orders, the order must stipulate that the invoice be mailed to:

Associated Students, CSUF, Inc.  
ATTN: Accounts Payable  
Titan Student Union, Room 224  
800 N. State College Boulevard  
Fullerton, CA 92834-6828

#### 4. Making Full Payment

When the material is received, the requesting department returns the following documents to TSU-218 for processing: 1) the goldenrod copy of the purchase order with an authorized signature as approval to pay, 2) the original invoice, and 3) the packing slip, if possible, to indicate delivery. Payment by check will then be made by the ASI Accounting Office. Checks are prepared weekly (see C.2. below for details).

#### 5. Making Partial and Final Payment

If partial payment is to be made against a purchase order, the requesting department returns the following documents to TSU-218 for processing: 1) a photocopy of the purchase order with an authorized signature as approval to pay, 2) the original invoice, and 3) the packing slip, if possible, to indicate delivery. The ASI Accounting Office will process the partial payment, and the purchase order will remain open for final payment.

When final payment is to be made, the requesting department returns the following documents to TSU-218 for processing: 1) the goldenrod copy of the purchase order with an authorized signature as approval to pay, 2) the original invoice, and 3) the packing slip, if possible, to indicate delivery. The ASI Accounting Office will process the final payment, close the purchase order, and remove the encumbrance.

6. There are two rare exceptions to the above procedure that may be made only when necessary. These exceptions require prior approval. 1) An exception may be made when using confirming purchase orders. Paperwork on approved confirming purchase orders is due within 48 hours after receipt of the confirming purchase order number. 2) In very rare instances, an exception may be made when exact costs cannot be provided. If approved, a "not to exceed" amount is listed on the Purchase Order Request Form.

#### B. Open Purchase Order Procedures

1. Open purchase orders may be requested by department supervisors when the frequency of purchases made from a particular vendor and/or convenience for departments in getting material quickly is critical for efficient operation.

Open purchase orders are issued for a fiscal-year period and purchases may not exceed the dollar limit as stated on the Purchase Order. Individuals authorized to make expenditures are listed on the Purchase Order Form. The TSC Office Coordinator sends out a memo to all supervisors in June of each year reminding them when open Purchase Order requests are due for the upcoming budget year. Supervisors then submit their completed open purchase order requests for approval.

2. Payment on open purchase orders is made by completing a check request and referencing the open purchase order number on the check request form.
3. Purchases of equipment from the Capital Equipment/Improvement Budget may not be made on open purchase orders.

### C. Check Request Procedures

1. Check request forms can be obtained from the shared drive at <I:\Accounting Forms & Policies\Check Request – TSU>. Completed forms should be printed on buff colored paper (product #HAM103325; see Procurement of Office Supplies, page 14).
2. TSC checks are processed once a week by the ASI Accounting Office. All check requests and approved Purchase Order payments (goldenrod copies of purchase orders) that need to be processed for payment during any given week must be submitted to TSU-218 by 5pm on the prior Thursday. This allows the TSC Governing Board Chair to review all forms and documentation on Friday of each week. Checks are ready for distribution/pick-up by Friday of each week after 3 p.m.
3. When submitting check requests or goldenrod copies of purchase orders for payment, make certain to attach the original copy of the invoice along with applicable packing slips. If remittance copy of an invoice is to be included with a check, make a note of this under the "Special Instructions" section of the check request form. When requesting that a letter, memo, order form, etc. be mailed with a check, make a photocopy to remain with the check request when it is filed in the ASI Accounting Office. Back-up documentation should always be provided with check requests. Do not submit vendor statements in place of invoices (checks cannot be written from vendor statements).
4. Be sure to indicate on the check request whether the check should be mailed or held for pickup. Checks to vendors should be mailed unless there is some compelling reason for an exception. Exceptions require approval and may be made by special request.
5. Supporting documentation must be original.

If a copy, fax, or internet print-out of an invoice is provided, the supporting document must be certified as an original document. If in doubt, or if the documentation appears not to be original, please attach appropriate certification(s) to avoid a delay in processing the check request. Certification Forms are available in the ASI Accounting Office, on the shared drive at <I:\Accounting Forms & Policies\Certification Form> and on the website at <http://asi.fullerton.edu/accounting/services/certificationForm.pdf>.

Copies of itemized receipts are not valid and will not be reimbursed. The original itemized receipt must be submitted for reimbursement unless the payment of the receipt is split between two funding sources; in which case, a copy of the companion payment form must be attached to the check request.

Credit card receipts not supported by an itemized receipt will not be reimbursed because the itemized receipt is the reimbursing document.

6. If more than one receipt is attached as supporting documentation, the requestor will attach an adding machine tape or a simple spreadsheet to support the amount requested. Carefully review: Have I substantiated this expense? Is everything original? Is it correct? Does it add correctly? Will this be clear to all who are

reviewing it (especially to our student leaders)? Is the payee information complete: name, address, phone number, etc?

#### D. Certification Forms/Stamps

The ASI has implemented Certification Forms and Certification Stamps for use when original invoices/documentation is not available for presentation. If receipts are missing or if fax, email, or photocopies are being substituted as originals then a Certification Form or a Certification Stamp must be provided before requests for payment can be processed. Certification should be utilized only as an exception and will be logged, tracked, and reviewed by Senior Management. A multi-purpose Certification Form or a Certification Stamp is available from the ASI Accounting Office. A multi-purpose Certification Form can also be found on the shared drive at <I:\Accounting Forms & Policies\Certification Form.pdf> and on the website at: <http://asi.fullerton.edu/accounting/services/certificationForm.pdf>.

### **PETTY CASH ADVANCES**

Frequently a supervisor may need to buy several small items (e.g. miscellaneous supplies) from one or more stores and finds it more convenient to use cash to make these purchases. When using cash, these procedures should be followed:

- A. Unless the supervisor has his/her own petty cash fund, request petty cash from the ASI Accounting Cashier, TSU-224.
- B. Petty cash advances are limited to \$75 unless an exception is made by the ASI Executive ASI Director or Director of Financial Services.
- C. Receipts for all expenditures and any remaining money must be returned to the ASI Accounting Cashier, TSU-224 within one (1) business day.
- D. When petty cash fund is replenished, the appropriate expense accounts are charged and these charges will appear as detailed expense entries in your Directors Report of income and expense. It is your responsibility to keep record of this expense from the time of petty cash request.

### **LINE ITEM TRANSFERS**

Payment of invoices against insufficient account balances is blocked by the financial system and will raise concern. Normally programs would not be allowed to exceed a budgeted line-item; although, operational situations sometimes arise where priorities and events are unanticipated at the time of budget estimates.

If a line item transfer is necessary, consult with Director of Finance immediately. Managers, as early as possible, will describe the situation that requires an adjustment in the original funding and provide this to the TSC Director and the ASI Director of Finance (preferably via email). The ASI Director of Finance will prepare the necessary form. These transfers may be addressed in two ways:



#### A. Contingency Transfers

Contingency is budgeted for unanticipated expenses. Contingency for TSC is consolidated under General Services (1000-8097). This line item (-8097) will not be charged directly; funds will be transferred to the appropriate line item and charged accordingly. This is in order that any analysis of expense will provide good information for future planning and budgeting.

See the Titan Students Centers Director to coordinate use of centrally budgeted Contingency funds (1000-8097).

#### B. Budget Transfers

The ASI Director of Financial Services is authorized to transfer funds between accounts up to \$500, exclusive of wages and benefits related to personnel services, with approval of the Chair of the Titan Student Union Governing Board. Transfers exceeding \$500 must come to the Board for consideration and approval. If approved, transfers are made with a TSC Fiscal Action form that is completed by the ASI Director of Financial Services and approved by the TSC Governing Board Chair. After appropriate signatures are secured, it is submitted to the ASI Accounting Office for processing.

An exception has been allowed for summer months as follows:

During the months of June, July and August the ASI Director of Financial Services is authorized to recommend transfers of funds between program and expense accounts up to \$2,500, exclusive of wages and benefits related to personnel services, with approval of the TSC Director and the TSC Governing Board Chair. At the time the TSC Governing Board reconvenes in Fall, the TSC Director will make a full report of all interim transfer activity. Transfers will be recommended and approved using the current TSC Fiscal Action form. Please include a description of the necessary expense justification. The ASI Accounting Office will process the Fiscal Action and revise the budget upon approval.

### **TRAVEL**

ASI travel procedures are subject to requirements by the State of California. Travel on behalf of ASI is to be undertaken in the most cost-effective manner. ASI will neither pay for nor reimburse travel expenditures for spouses, dependents, or others who are accompanying individuals conducting business for the organization unless they, too, are conducting business for the organization.

#### **Personal Vehicle Use Policy**

Any student, volunteer, or staff member using his/her personal vehicle to travel on ASI official business must present evidence of adequate vehicle insurance (at least \$15,000/\$30,000 liability coverage and \$5,000 property damage coverage). Prior to travel, proof of said vehicle insurance and a valid Driver's License must be on file with the ASI Administrative Office Coordinator in TSU-218.

## **Rental Vehicle Use Policy**

Any student, volunteer, or staff member using a rental vehicle to travel on ASI official business must present evidence of adequate vehicle insurance (at least \$15,000/\$30,000 liability coverage and \$5,000 property damage coverage). Prior to travel, proof of said vehicle insurance and a valid Driver's License must be on file with the ASI Administrative Office Coordinator in TSU-218.

ASI has an official contract arrangement with Enterprise Rent-A-Car. Should travel arrangements require that another rental agency be used, prior authorization must be received from the ASI Accounting Manager and the ASI Executive Director or designee. Individuals must obtain full insurance coverage from the car rental agency (Enterprise Rent-A-Car's rate includes full coverage). The ASI Accounting Manager coordinates rental vehicle arrangements.

## **Lodging Policy**

Requests for lodging expenses will be administratively reviewed and approved if the costs are reasonable, commensurate with the area, and consistent with the nature and purpose of the program, conference, etc. Room rates to be reimbursed will be reviewed in the ASI Accounting Office.

## **Student Travel Policy** (in addition to all other policies and requirements under Travel)

In order for students to be authorized to drive on ASI business, students must complete the Defensive Driving Training, provide a copy of a current driver's license and adequate vehicle insurance, and complete an Authorization to Use Privately-owned/Rented Vehicle Form and an Authorization for Release of Driver Record Information Form. This process must be coordinated with the ASI Administrative Office Coordinator. Programs may have additional guidelines with which students should familiarize themselves prior to travel.

Funding for student travel shall also abide by the following criteria:

- A. Individuals may receive up to \$500 for travel per fiscal year.
- B. Travel per-diems (e.g. meals) shall not be funded, unless travel occurs for official ASI business.
- C. Funds allocated by the Titan Student Centers Governing Board shall abide by this policy. Registration fees for the ACUI Regional and National conference shall not apply to the \$500 limit.
- D. The ASI Board of Directors may make exceptions to this policy through Budget Language or a majority vote of the Board.

## **Travel Expenses**

Please coordinate all travel arrangements with the TSC Office Coordinator. This will ensure good value, compliance, and consistency. There is one multi-use form for requesting authorization to travel, for requesting advance in funding, and for reporting expenses: the Travel Authorization – Advance Request – Expense Report Form (hereafter referred to as Travel Authorization Form). Forms are available in the ASI Accounting Office, TSU-224.

#### A. Procedure to Request Authorization and Travel Advance

Travel authorization and advances can only be requested prior to actual travel dates. Expenditures covered under travel advances include: airfare, ground transportation/mileage, registration fees, lodging, meals, and incidentals.

1. Complete the upper half of the Travel Authorization Form in triplicate. Submit the original (white) copy and yellow copy to TSU-218, and the travel advance will be reviewed and processed. The pink copy is for the requestor's files.
2. No advance or travel authorization will be approved if the requestor has an outstanding travel advance.
3. If approved, the original copy of the Travel Authorization Form will be returned to the requestor with the advance check. Retain the original copy until travel has been completed. Upon return from travel, receipts and/or monies not spent and the original copy of the Travel Authorization Form are to be returned to the ASI Accounting Office after completing the Expense Section (lower half) of the form. Follow the Expense Report Procedure described below.

#### B. Expense Report Procedure

1. Expense reports are due within five (5) working days after return from travel.
2. Complete the Expense Section (lower half) of the original copy of the Travel Authorization Form: list the type and amount of the expenses and certify with your signature that funds were used for approved travel costs. Return the completed form to the ASI Accounting Office along with any monies not spent and/or all original receipts and supporting documentation for all expenses claimed.
3. If actual travel expenses exceed the advance amount, it is not necessary to complete a check request for reimbursement; the Travel Authorization Form will serve as the check request.

### **Travel Reimbursements**

#### A. Airfare Reimbursement

1. ASI will reimburse for the actual cost of the airline ticket and baggage fee when all travel policies are met.
2. The following documents are required as evidence that travel occurred, are necessary for reimbursement, and must be submitted with the Travel Authorization Form (see Expense Report Procedure B.2. on page 9):
  - a) The passenger's copy of the airline ticket or signed certification form, and
  - b) A boarding pass, airline-acknowledged internet print-out, or certified internet print-out are required as evidence that travel occurred.

## B. Ground Transportation Reimbursement

### 1. Personal Vehicle (Mileage):

- a) ASI will reimburse mileage at the State rate to and from campus when all travel policies are met. Anyone using a personal vehicle must comply with the requirements stated under the "Personal Vehicle Use Policy" and, if applicable, the "Student Travel Policy" section(s), both found on page 8.
- b) The cost of gasoline is included in the mileage reimbursement rate, so gasoline receipts are not required.
- c) Provide a directional map verifying mileage driven is required as documentation. The document must be certified, since it is not an original receipt, and submitted with the Travel Authorization Form (see Expense Report Procedure B.2. on page 9, and the "Certification Forms and Stamps" section on page 6).

### 2. Rental Vehicle:

- a) ASI will reimburse the actual cost of rental vehicles when all travel policies are met. Anyone using a rental must comply with the requirements stated under the "Rental Vehicle Use Policy" and, if applicable, the "Student Travel Policy" section(s), both found on page 8.

ASI has an official contract arrangement with Enterprise Rent-A-Car. Should travel arrangements require that another rental agency be used, prior authorization must be received from the ASI Accounting Manager and the ASI Executive Director or designee. Individuals must obtain full insurance coverage from the car rental agency (Enterprise Rent-A-Car's rate includes full coverage). The ASI Accounting Manager coordinates rental vehicle arrangements.

- b) Individuals who rent vehicles are required to refill the gasoline tank prior to returning the vehicle back to the rental agency by using the most economical means.
- c) Original car rental documents and receipts for gasoline expenses are required for reimbursement and must be submitted with the Travel Authorization Form (see Expense Report Procedure B.2. on page 9).

### 3. Taxi/Shuttle Service:

- a) ASI will reimburse the actual cost of taxi or shuttle services when all travel policies are met.
- b) Original taxi or shuttle service documents are required for reimbursement and must be submitted with the Travel Authorization Form (see Expense Report Procedure B.2. on page 9).

## C. Registration Reimbursement

- a) ASI will reimburse the actual cost of registration when all travel policies are met.

- b) Original registration documents are required for reimbursement and must be submitted with the Travel Authorization Form (see Expense Report Procedure B.2. on page 9).

D. Lodging Reimbursement

- a) ASI will reimburse the actual cost of lodging when all travel policies are met.
- b) Original lodging receipts are required for reimbursement and must be submitted with the Travel Authorization Form (see Expense Report Procedure B.2. on page 9).

E. Meals Reimbursement

- 1) ASI will reimburse for meals when all travel policies are met. Reimbursement is set at the State rate; actual meal expenses are reimbursable up to \$55 per day. The traveler must submit a spreadsheet itemizing by day each meal that is subject to reimbursement. The spreadsheet is in addition to and does not replace original receipts. Meals may be claimed only if the travel includes an overnight stay.

Eligible meal periods:

Breakfast: When travel occurs between 6:00 AM and 10:00 AM  
Lunch: When travel occurs between 10:00 AM and 2:00 PM  
Dinner: When travel occurs between 2:00 PM and 7:00 PM

- 2) When using a credit card, an itemized receipt is required.
- 3) Original receipts are required for reimbursement and must be submitted with the Travel Authorization Form (see Expense Report Procedure B.2. on page 9).

G. Incidentals Reimbursement

An incidental expense includes parking fees and/or fees and tips given to porters, baggage carriers, bellhops, hotel housekeepers, etc.

- 1) ASI will reimburse for incidentals when the fees are reasonable and customary and all travel policies are met.
- 2) Original receipts (or certification forms when receipts are not available) are required for reimbursement and must be submitted with the Travel Authorization Form (see Expense Report Procedure B.2. on page 9).

### **CAPITAL EQUIPMENT ACQUISITION**

Each year capital purchases, major improvements, and projects are estimated in the fiscal-year budget (in 1002-8086). Each actual expenditure must follow the purchasing practices described in the Business Activities Manual, Section 8.1 found on the shared drive [I:\Business Activities](#)

[Manual\8.1 – Procurement Matrix](#) and [I:\Business Activities Manual\8.1 - Purchasing Practices](#). These sections describe the bid and approval process required prior to any transaction.

### **Acquisition Process**

- A. Purchase of equipment (fixed assets) exceeding \$5,000 must be charged to the Capital Equipment Account (1002-8096). Purchases of property (equipment, furnishings, computers, etc.) are made from the Capital Equipment Budget and are acquired with a purchase order.
- B. Equipment purchases may not be made without a prior purchase order authorization. Purchase orders must be approved in advance and before the conclusion of a transaction.
- C. Equipment purchases may not be made using open purchase orders, which were designed to accommodate supply needs. Additionally, employees are not authorized to charge equipment or supplies to their personal credit cards or charge accounts without prior discussion and prior authorization from the ASI Director of Financial Services.
- D. Purchase requests for non-budgeted equipment items must be approved in advance. These requests must be coordinated by the TSC Director and require approval by the TSC Governing Board.

## **INVENTORY CONTROL**

### **Inventory Control Process**

- A. Inventory tags should be requested from the Property Control Clerk (TSU Operations Assistant) upon receipt of new equipment. Property Tag Request Forms are available on the shared drive at [I:\Property Forms & Policies\PROPERTY - property tag request form - BLANK.pdf](#).
- B. Titan Student Centers property tags are issued by the Property Control Clerk and a detailed database of all property (description, location, tag #, date of purchase, purchase price) is maintained by the Inventory Control Officer (TSU Associate Director).
- C. An annual physical inventory is conducted each year.
- D. A Property Disposal Form must be completed and submitted to ASI/TSC Administration prior to disposal or reassignment. The ASI Executive Director or designee must authorize disposal of equipment. Forms are available on the shared drive at [I:\Property Forms & Policies\PROPERTY - property disposal reassignment form - BLANK.pdf](#).

## **SHIPPING AND RECEIVING PROCEDURES**

### **Shipping**

- A. Individual departments are responsible for handling their own mailing requirements. If an item needs to be mailed (either by UPS or the U.S. Postal Service), a petty cash

advance may be requested through the ASI Accounting Cashier. Packages may not be mailed through the campus mailroom and charged back to TSC expense accounts. The ASI has a FedEx account that is available for use by all ASI and TSC departments. Contact the ASI Administrative Office Coordinator for use of this service.

- B. When placing orders the following format should be used for the ship to address:

Associated Students, Inc./Titan Student Union (whichever is applicable)  
800 North State College Blvd.  
Fullerton, CA 92834-6828

ATTN: Titan Student Union Building Engineering

- C. If an item has been received that needs to be returned and arrangements have been made with the vendor to pick up the item, the return may be coordinated with the University Shipping and Receiving Office. However, the ordering department is responsible for bringing the item to be returned to the University Shipping and Receiving Office and providing that office with any information they need to successfully expedite the return.

### **Receiving Property and Equipment**

- A. Most items ordered on TSC or ASI purchase orders (regular and open) are delivered to Titan Student Union Building Engineering and stored in the Shipping and Receiving Room (Room 41).
- B. Exceptions to items being delivered directly to Building Engineering are orders for large quantities (e.g., custodial supplies) or furnishings that will be installed by the vendor. However, Building Engineering should be notified of these exceptions via email advising the department if there are any out-of-the-ordinary delivery instructions (South Loading Dock, etc.). Deliveries to the Dean of Students Office and ASI Productions are made directly to these departments by the University Receiving Office.
- C. The Office Coordinator of Building Engineering is designated as the Receiving Clerk. All merchandise and equipment shall be verified, inspected, and logged in by the Receiving Clerk upon its arrival.
- D. The Receiving Clerk shall forward the original packing slip(s) to the requester and a copy to the Property Control Clerk.
- E. The requester will forward an ASI/TSC Property Tag Request Form to the Property Control Clerk along with a copy of the invoice.
- F. The requester will forward original invoices, original packing slip(s), and either the goldenrod copy of the purchase order or check request to the ASI Director of Financial Services for payment.
- G. Upon receipt of a copy of the packing slip and the ASI/TSC Property Tag Request Form, the Property Control Clerk will issue property tags for the new property and transmit a copy of the Property Tag Request Form and invoice to the ASI Director of Financial

Services. The purchasing department will affix the inventory control tag to the new property.

- H. The TSU Associate Director or Property Control Clerk will add the asset to the Fixed Asset Data Base.
- I. The ASI Accounting Manager will record the asset acquisition for financial reporting.
- J. The Inventory Control Officer shall add newly-acquired equipment to the official corporate inventory property database and will coordinate annually, following the scheduled physical inventory, with the ASI Director of Financial Services and ASI Accounting Manager to assure that Fixed Asset Data Base records agree with the Fixed Assets in the Corporate Financial System (ONE Solution).

### **PROCUREMENT OF OFFICE SUPPLIES**

In order to secure the most competitive pricing by taking advantage of volume buying, the purchase of office supplies has been centralized through the TSC Administrative Office. Supply orders are placed online at [www.thinksupplies.com](http://www.thinksupplies.com). Contact the TSU Office Coordinator in TSU-218 to set up an account or for problem resolution. Due to availability and pricing, current vendors may change throughout the fiscal year. It is the policy of the Associated Students, Inc. to purchase recycled paper.

### **CONTRACTS/AGREEMENTS**

All contracts/agreements are to be reviewed and signed by the ASI Executive Director. Supervisors may not sign and enter into contracts/agreements on behalf of the organization. Once executed, originals of all contracts/agreements are to be filed in the TSC Administrative Office.

### **SUBCONTRACTOR'S INSURANCE REQUIREMENTS**

The Associated Students, California State University, Fullerton, Inc. (ASI) contracts with individuals and firms from time to time to provide services for its numerous programs. Contractors must be able to provide certificates of insurance covering exposures for workers' compensation, bodily injury, and property damage and, on request, additional risk exposure. The minimum limits of the liability and property damage policy are \$2 million. The certificate of insurance must list the coverages held by the contractors, the name of the carriers, and the limit of the policy. Brokers and agents representing the contractor will typically present a standard insurance industry form.

#### **Insurance Certificate Form**

Prior to entering into any agreement with a subcontractor, the supervisor must complete an Insurance Requirements Checklist form and submit it to the TSC Director. This forms are available in TSU-218 and on the shared drive <I:\Certificates of Insurance\Insurance Requirements Checklist>. No work may begin until approval (either verbal or written) is received from the ASI Executive Director or ASI Administrative Office Coordinator. In



addition, compliance to sections "Additional Insured Endorsement" and "Filing Certificates of Insurance" which are explained below must be met.

### **Additional Insured Endorsement**

The policy of the ASI and the Trustees of the California State University further require that they be named as additionally insured on the policy submitted by the subcontractor with respect to the activities of the contractor. The wording must be stated as follows:

"The Associated Students, California State University, Fullerton, Inc.; the State of California; the Trustees of The California State University; California State University, Fullerton; and all of their several officers, agents, employees and volunteers are named as additional insured."

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

### **Filing Certificates of Insurance**

The certificate of insurance including the additional insurance endorsement should be sent to:

Associated Students, CSUF, Inc.  
California State University, Fullerton  
P.O. Box 6828  
Fullerton, CA 92834-6828

### **T-SHIRT PURCHASES**

The Titan Student Centers (ASI) shall not fund t-shirts—including shirt set-up and production costs—at more than \$10 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.

### **COPY COSTS**

The Titan Student Union (ASI) shall not fund regular copy costs at more than \$0.05 per copy.

### **AWARDS, PLAQUES, TROPHIES**

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

## DEFINITION OF LINE ITEM EXPENSES

- 8020     Student Leader Wages  
Scholarships or non-compensating stipends to students for serving the funded programs as executive officers, chairs, vice chairs, directors, etc.
- 8050     Supplies  
Expendable items used in the operation of a program or department. Examples are: pens, pencils, paper clips, envelopes, staplers and staples, scissors, printer cartridges, diskettes, paper, toner (used for photocopier machines), custodial products, building maintenance products (adhesives, paint, fasteners, solvents, lights), batteries, trophies and awards, t-shirts, etc.
- 8051     Printing & Advertising  
Costs for designing and printing of brochures, business cards, posters, forms, flyers and other materials related to the operation and promotion of various programs and departments. All photocopying costs; costs for newspaper ads and other recruitment costs.
- 8052     Communications  
Postage and mailing costs, freight costs, telephone costs. (Includes all costs related to installation and disconnection of all voice, fax and data lines.)
- 8054     Merchandise for Resale  
Costs related to the purchase of merchandise held for sale to include purchase price and transportation costs.
- 8056     Repairs and Maintenance  
Costs of supplies, parts and outside labor necessary to repair and maintain furnishings and equipment.
- 8059     Minor Construction  
Costs related to the remodeling/refurbishing of building equipment and furnishings (i.e., drywall, re-lamination, lighting, ceilings, re-finishing).
- 8065     Personnel Services, F.T.  
Fulltime staff salaries
- 8165     Benefits, F.T.  
All employer-paid costs (benefits) related to full-time staff. Examples are: PERS and LTD; FICA; Workers' Compensation Insurance; Health, Dental and Vision Insurance Premiums; Life Insurance and AD&D; Employee Assistance Program.
- 8069     Personnel Services, P.T.  
Part-time student wages (hourly employees) – Student Assistants, Work Study Students and Non-Student, part-time employees.
- 8169     Benefits, P.T.  
All employer-paid costs (benefits) related to part-time (student assistants, work study students) employees. Examples are: FICA and Workers' Compensation Insurance.

- 8074 Contracts/Fees/Rentals  
a) Outside contracted services: trash collection, accounting services, postal machine, cash register, copier and fax machine service agreements, building maintenance agreements, elevator service contracts, entertainment contracts with speakers and performers, custodial service agreements, computer technology lease agreements.  
b) Permit fees, safe combination changes, bowling lane certification fees, employment testing fees (audiometry and cardiopulmonary function), software license fees, computer technical support fees, audit and legal fees, consultant fees, program guarantees, CPR and first aid training fees.  
c) Equipment rentals, postal meter rental, pager rental and film rentals.
- 8077 Travel  
All costs related to travel/transportation (airfare, car/truck/bus rental fees, etc.), lodging, meals, parking, incidentals, registration fees and personal vehicle mileage reimbursement.
- 8078 Vehicle Expense  
Costs to license and maintain company-owned vehicles: insurance, registration and smog check costs, fuel and maintenance.
- 8079 Dues and Subscriptions  
Professional organizational dues; membership dues; subscriptions to newspapers, publications, magazines, periodicals, newsletters, etc. Does NOT include personal membership fees or dues.
- 8084 Insurance  
Cost of general liability, excess liability, property and all other insurance coverages (except auto). Also includes cost of claims deductibles.
- 8086 Utilities  
Cost of heating and cooling, electricity, gas, water and sewer.
- 8096 Capital Equipment/Equipment and Related Expenses  
This category includes true fixed assets (over \$5,000 with a useful life greater than 3 years), minor equipment (purchases over \$200, with a useful life greater than 3 years, or valuable and prone to loss or theft), and leasehold or facility (capital) improvements.
- 8097 Contingency  
Allowance for unanticipated expense. Any division or program can be budgeted a contingency account as required. However, expenses may not be charged to -8097. A line item transfer request is necessary to move funds from contingency to the appropriate expense line item. This must be approved prior to the obligation or disbursement of contingency dollars. This supports good financial reporting and planning for the future.

## 2014-15 Fee Projection Summary

<u>Campus/Student Union Fee</u>	<u>Summer 2014</u>	<u>Fall 2014</u>	<u>Spring 2015</u>
Projected Students	7,500	38,000	35,500
Minus Waivers		750	600
	7,500	37,250	34,900
Conservative Estimate # Students	100%	100%	100%
Budgeted # of Paying Students	7,500	37,250	34,900
Campus Union Fee	\$60	\$134	\$134
Budgeted Fees Available	<b>\$450,000</b>	<b>\$4,991,500</b>	<b>\$4,676,600</b>

**Campus/Student Union Fee    \$10,118,100**

## 2015-16 Fee Projection Summary

*assume: no growth*

<u>Campus/Student Union Fee</u>	<u>Summer 2015</u>	<u>Fall 2015</u>	<u>Spring 2016</u>
Projected Students			
Minus Waivers			
Conservative Estimate # Students			
Budgeted # of Paying Students	7,500	37,250	34,900
Campus Union Fee	\$60	\$134	\$134
Budgeted Fees Available	<b>\$450,000</b>	<b>\$4,991,500</b>	<b>\$4,676,600</b>

**Campus/Student Union Fee    \$10,118,100**

**TITAN STUDENT CENTERS**

**2015-16**

**CAPITAL EQUIPMENT/IMPROVEMENT & RELATED EXPENSES**

	<u>Organization</u>	<u>Amount</u>
1) Programmable Spotlight - Pavilion <i>Five (5) intelligent stage light fixtures</i>	Operations	\$40,000
2) Digital Locks (4) <i>Upgrade four exterior TSU doors to digital access control</i>	Operations	\$6,000
3) Security Cameras and upgrade digital recording computer station <i>expand and enhance security camera system, Accounting, HR, exterior, integrate v</i>	Operations	\$25,000
4) Outdoor Gobo Projector <i>all weather projector for promotional use and way finding</i>	Operations	\$2,250
5) Self Serve Printing / Copier Controller <i>upgrade to photocopier and print station; allows cloud access, credit card pmt and USB printing</i>	Information Svcs	\$3,000
6) Outdoor Information Center <i>outdoor portable kiosk, to direct campus community during select times while student union is under construction; could be made available during construction for other ASI functions</i>	Information Svcs	\$3,600
7) Sound System upgrades for SRC Fitness Rooms (4) <i>Upgrade built in sound system, in four studios. Improve audio quality and ability to use wireless mic</i>	Titan Recreation	\$40,000
8) Cardio Equipment - Treadmills, Elliptical, or Adaptive Trainers (3-5) <i>Additional equipment for Student Recreation Center supplementing current cardio inventory</i>	Titan Recreation	\$30,000
9) Replacement Chair & Lounge Cushions for SRC Pool <i>existing inventory of cushions in need of replacement</i>	Titan Recreation	\$5,000
10) Folding event tables (10) and cart <i>Reduce need to borrow from other ASI facilities to support scheduled events in the SRC</i>	Titan Recreation	\$4,500
11) People Counter, hardware and software <i>Wireless thru beam people counter, Wi-Fi enabled with software for the SRC provides for measurement of SRC traffic, peak times and usage, support operating decisions and target promotion</i>	Titan Recreation	\$7,500
12) Cardio Studio Video Projectors (3) <i>Replacement projectors for cardio studio. Improve guest experience with higher lumen output, projector quality provides superior picture</i>	Titan Recreation	\$26,000
13) Public Furniture - Satellite "TSU Lounge" Langsdorf Hall 1st Floor <i>Proposed student union lounge furniture as part of larger Student Affairs effort to improve this important campus "front door" and student use area</i>	TSU	\$40,000
14) Trash Can Replacements (8-10) <i>New recycling trash cans for select outdoor areas of the student union, as we transition to a materials separation collection model. Receptacles to match campus inventory.</i>	TSU	\$15,000
15) Wall Pads for SRC Gym <i>Select placement of wall pads to improve safety of gym area</i>	Titan Recreation	\$30,000
16) Art Acquisition <i>Annual funds for Art Committee purchases</i>	TSU	\$6,000
17) Unanticipated <i>Expenditures from this line require approval from the TSC Director and the Titan Student Centers Board Chair</i>	TSU	\$20,000
	<b>Total</b>	<b>\$ 303,850.00</b>

# **Titan Students Centers Program Budgets**

**INCOME & EXPENSE SUMMARY  
FOR  
2015-16 OPERATING BUDGET  
TITAN STUDENT CENTERS**

<b>INCOME</b>	<b>APPROVED</b>
Fees	\$ 7,000,000.00
Fund Balance	<u>23,836.00</u>
Interest	<u>25,000.00</u>
General Services	<u>364,869.00</u>
Building Engineering	<u>105,000.00</u>
University Conference Center	<u>157,450.00</u>
Titan Bowl & Billiards	<u>102,235.00</u>
Mainframe Computer Lounge	<u>16,600.00</u>
Information/Services	<u>67,895.00</u>
Operations	<u>53,106.00</u>
Titan Recreation	<u>685,445.00</u>
<b>TOTAL INCOME</b>	<b>\$ 8,601,436.00</b>

<b>DISBURSEMENTS</b>	
General Services	<u>2,535,475.00</u>
Building Engineering	<u>1,520,218.00</u>
Administration	<u>291,730.00</u>
University Conference Center	<u>324,215.00</u>
Titan Bowl & Billiards	<u>164,413.00</u>
Art & Exhibit Program	<u>24,299.00</u>
Mainframe Computer Lounge	<u>45,758.00</u>
TSC Governing Board	<u>72,271.00</u>
Programming Support	<u>101,500.00</u>
Information/Services	<u>184,277.00</u>
Operations	<u>1,219,590.00</u>
Titan Recreation	<u>2,110,388.00</u>
Emergency Preparedness & Response	<u>7,302.00</u>
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 8,601,436.00</b>

The 2015-16 budget request for surplus revenue (fees) amounted to \$7,000,000, which is applied against operating costs. The remaining balance of operating expense (\$23,836 and all of the 2015-16 capital equipment/improvement and related expenses \$303,850) will be funded from the Titan Student Centers (Campus Union) Operations Fund (Local Reserves). This method of funding is in compliance with the Chancellor's Office (Office of Financing and Treasury) policies and procedures concerning working capital.

**TITAN STUDENT CENTERS**

**GENERAL SERVICES**

**2015-16 BUDGET**

<b>INCOME</b>		<b>APPROVED</b>
1000-6000	Fees	\$ 2,145,606.00
1000-6004	Catering Rent and Dining Commissions	<u>119,173.00</u>
1000-6007	Service Chargebacks	<u>180,276.00</u>
1000-6015	Shop II (Yum)	<u>9,900.00</u>
1000-6022	Miscellaneous Revenue	<u>7,000.00</u>
1000-6039	ATM & Automated Services Income	<u>48,520.00</u>
1000-6040	Interest Income	<u>25,000.00</u>
<b>TOTAL INCOME</b>		<b>\$ 2,535,475.00</b>

<b>DISBURSEMENTS</b>		
1000-	General Operations	
8050	Supplies	<u>1,100.00</u>
8051	Printing & Advertising	<u>10,980.00</u>
8052	Communications	<u>16,314.00</u>
8074	Contracts/Fees/Rentals	<u>1,631,603.00</u>
8084	Insurance	<u>195,478.00</u>
8086	Utilities	<u>655,000.00</u>
8097	Contingency	<u>25,000.00</u>
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 2,535,475.00</b>



TITAN STUDENT CENTERS

CAPITAL IMPROVEMENT/EQUIPMENT & RELATED EXPENSES

2015-16 BUDGET

<b>INCOME</b>		<b>APPROVED</b>
1000-6034	Fund Balance Transfer	<u>\$ 303,850.00</u>
<b>TOTAL INCOME</b>		<b>\$ 303,850.00</b>

<b>DISBURSEMENTS</b>		
1002-	Capital Expenditures	
	8096 Capital Improvement/Equipment and Related Expenses	<u>303,850.00</u>
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 303,850.00</b>

TITAN STUDENT CENTERS

BUILDING ENGINEERING

2015-16 BUDGET

	INCOME	APPROVED
1100-6000	Fees	\$ 1,415,218.00
1100-6007	ASI Fee Allocation	<u>105,000.00</u>
	<b>TOTAL INCOME</b>	<b>\$ 1,520,218.00</b>

DISBURSEMENTS

1100-	General Operations	
	8050 Supplies	<u>3,300.00</u>
	8051 Printing & Advertising	<u>250.00</u>
	8052 Communications	<u>5,380.00</u>
	8065 Personnel Services, F.T.	<u>523,430.00</u>
	8165 Benefits, F.T.	<u>278,014.00</u>
	8069 Personnel Services, P.T.	<u>22,277.00</u>
	8169 Benefits, P.T.	<u>754.00</u>
	8074 Contracts/Fees/Rentals	<u>835.00</u>
	8077 Travel/Staff Development	<u>8,740.00</u>
	8078 Vehicle Expense	<u>2,850.00</u>
	8079 Dues and Subscriptions	<u>275.00</u>
1101-	Kitchens & Dining Rooms	
	8050 Supplies	<u>1,150.00</u>
	8056 Repairs and Maintenance	<u>7,900.00</u>
	8059 Minor Construction	<u>3,000.00</u>
	8074 Contracts/Fees/Rentals	<u>26,910.00</u>
1102-	Building Services	
	8050 Supplies	<u>30,750.00</u>
	8056 Repairs and Maintenance	<u>46,000.00</u>
	8059 Minor Construction	<u>95,000.00</u>
	8069 Personnel Services, P.T.	<u>72,754.00</u>
	8169 Benefits, P.T.	<u>4,344.00</u>
	8074 Contracts/Fees/Rentals	<u>145,549.00</u>

**DISBURSEMENTS (continued)**

1103-	Grounds Maintenance & Painting Crew	
	8050 Supplies	<u>4,100.00</u>
	8056 Repairs and Maintenance	<u>2,300.00</u>
	8069 Personnel Services, P.T.	<u>37,456.00</u>
	8169 Benefits, P.T.	<u>2,355.00</u>
	8074 Contracts/Fees/Rentals	<u>90,730.00</u>
1105-	Building Systems	
	8050 Supplies	<u>41,000.00</u>
	8069 Personnel Services, P.T.	<u>59,136.00</u>
	8169 Benefits, P.T.	<u>3,679.00</u>
	<b>TOTAL DISBURSEMENTS</b>	<b>\$ 1,520,218.00</b>

TITAN STUDENT CENTERS

ADMINISTRATION

2015-16 BUDGET

<b>INCOME</b>		<b>APPROVED</b>
1300-6000	Fees	\$ 291,730.00
<b>TOTAL INCOME</b>		<b>\$ 291,730.00</b>

<b>DISBURSEMENTS</b>		
1300-	General Operations	
	8050 Supplies	2,495.00
	8051 Printing & Advertising	550.00
	8052 Communications	1,404.00
	8065 Personnel Services, F.T.	180,491.00
	8165 Benefits, F.T.	83,895.00
	8069 Personnel Services, P.T.	10,347.00
	8169 Benefits, P.T.	304.00
	8077 Travel/Staff Development	6,544.00
	8079 Dues & Subscriptions	5,700.00
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 291,730.00</b>

**TITAN STUDENT CENTERS**  
**UNIVERSITY CONFERENCE CENTER**  
**2015-16 BUDGET**

<b>INCOME</b>		<b>APPROVED</b>
1400-6000	Fees	\$ 166,765.00
1400-6007	Service Chargebacks	<u>450.00</u>
1400-6025	Room Rental	<u>157,000.00</u>
<b>TOTAL INCOME</b>		<b>\$ 324,215.00</b>

<b>DISBURSEMENTS</b>		
1400-	General Operations	
	8050 Supplies	3,867.00
	8051 Printing & Advertising	<u>2,132.00</u>
	8052 Communications	<u>2,658.00</u>
	8065 Personnel Services, F.T.	<u>169,871.00</u>
	8165 Benefits, F.T.	<u>101,797.00</u>
	8069 Personnel Services, P.T.	<u>28,469.00</u>
	8169 Benefits, P.T.	<u>1,066.00</u>
	8074 Contracts/Fees/Rentals	<u>14,255.00</u>
	8077 Travel/Staff Development	<u>100.00</u>
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 324,215.00</b>

**TITAN STUDENT CENTERS**

**TITAN BOWL & BILLIARDS**

**2015-16 BUDGET**

<b>INCOME</b>		<b>APPROVED</b>
1500-6000	Fees	\$ 62,178.00
1500-6010	Merchandise Sales	459.00
1500-6016	Class Bowling	9,672.00
1500-6019	Shoe Rentals	18,750.00
1500-6020	Foosball	923.00
1500-6035	Personnel Services Income	2,000.00
1500-6086	Table Tennis	1,831.00
1500-6115	Open Billiards	20,535.00
1500-6210	Gaming Center	1,020.00
1500-6215	Electronic Games	6,000.00
1500-6801	Games Special Events	28,445.00
1500-6815	Open Bowling	12,600.00
<b>TOTAL INCOME</b>		<b>\$ 164,413.00</b>

<b>DISBURSEMENTS</b>		
1500-	General Operations	
	8050 Supplies	4,275.00
	8051 Printing & Advertising	1,494.00
	8052 Communications	2,280.00
	8054 Merchandise for Resale	300.00
	8065 Personnel Services, F.T.	47,350.00
	8165 Benefits, F.T.	24,056.00
	8069 Personnel Services, P.T.	71,613.00
	8169 Benefits, P.T.	2,246.00
	8074 Contracts/Fees/Rentals	2,850.00
1501-	Bowling Operations	
	8050 Supplies	1,676.00
	8056 Repairs & Maintenance	3,800.00
	8079 Dues & Subscriptions	705.00
1502-	Billiards/Table Tennis Operations	
	8050 Supplies	1,768.00
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 164,413.00</b>

TITAN STUDENT CENTERS

ART & EXHIBIT PROGRAM

2015-16 BUDGET

	INCOME	APPROVED
1700-6000	Fees	\$ 24,299.00
	<b>TOTAL INCOME</b>	<b>\$ 24,299.00</b>

	DISBURSEMENTS	
1700-	General Operations	
	8050 Supplies	250.00
	8051 Printing & Advertising	1,800.00
	8052 Communications	100.00
	8056 Repairs & Maintenance	600.00
	8069 Personnel Services, PT	11,353.00
	8169 Benefits, PT	346.00
	8074 Contracts/Fees/Rentals	9,600.00
	8079 Dues & Subscriptions	250.00
	<b>TOTAL DISBURSEMENTS</b>	<b>\$ 24,299.00</b>

**TITAN STUDENT CENTERS**  
**MAINFRAME COMPUTER LOUNGE**  
**2015-16 BUDGET**

<b>INCOME</b>		<b>APPROVED</b>
1800-6000	Fees	\$ 29,158.00
1800-6032	Computer Services Income	<u>16,600.00</u>
<b>TOTAL INCOME</b>		<b>\$ 45,758.00</b>

<b>DISBURSEMENTS</b>		
1800-	General Operations	
8050	Supplies	<u>11,380.00</u>
8051	Printing & Advertising	<u>150.00</u>
8052	Communications	<u>468.00</u>
8069	Personnel Services, P.T.	<u>29,492.00</u>
8169	Benefits, P.T.	<u>471.00</u>
8074	Contracts/Fees/Rentals	<u>2,957.00</u>
8079	Dues & Subscriptions	<u>840.00</u>
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 45,758.00</b>



TITAN STUDENT CENTERS

BOARD

2015-16 BUDGET

	<b>INCOME</b>	<b>APPROVED</b>
1900-6000	Fees	\$ 72,271.00
	<b>TOTAL INCOME</b>	<b>\$ 72,271.00</b>

	<b>DISBURSEMENTS</b>	
1900-	General Operations	
	8020 Student Leader Financial Award	25,920.00
	8050 Supplies	10,805.00
	8051 Printing & Advertising	1,950.00
	8052 Communications	536.00
	8074 Contracts/Fees/Rentals	1,350.00
	8077 Travel	31,710.00
	<b>TOTAL DISBURSEMENTS</b>	<b>\$ 72,271.00</b>

TITAN STUDENT CENTERS

PROGRAMMING SUPPORT

2015-16 BUDGET

<b>INCOME</b>		<b>APPROVED</b>
2000-6000	Fees	<u>\$ 101,500.00</u>
<b>TOTAL INCOME</b>		<b>\$ 101,500.00</b>

<b>DISBURSEMENTS</b>		
2000-	General Operations	
	8074 Contracts/Fees/Rentals	<u>101,500.00</u>
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 101,500.00</b>

TITAN STUDENT CENTERS

INFORMATION/SERVICES

2015-16 BUDGET

<b>INCOME</b>		<b>APPROVED</b>
2100-6000	Fees	\$ 116,382.00
2100-6022	Miscellaneous Revenue	<u>700.00</u>
2100-6028	Movie Ticket Income	<u>8,750.00</u>
2100-6035	Personnel Services Income	<u>1,250.00</u>
2100-6038	Amusement Ticket Income	<u>55,520.00</u>
2100-6058	Sports Ticket Income	<u>1,200.00</u>
2100-6153	Goods	<u>75.00</u>
2100-6158	Ticket Stock Revenue	<u>400.00</u>
<b>TOTAL INCOME</b>		<b>\$ 184,277.00</b>

<b>DISBURSEMENTS</b>		
2100-	General Operations	
	8050 Supplies	<u>5,564.00</u>
	8051 Printing & Advertising	<u>5,100.00</u>
	8052 Communications	<u>2,685.00</u>
	8056 Repairs & Maintenance	<u>350.00</u>
	8065 Personnel Services, F.T.	<u>49,430.00</u>
	8165 Benefits, F.T.	<u>17,022.00</u>
	8069 Personnel Services, P.T.	<u>78,913.00</u>
	8169 Benefits, P.T.	<u>1,827.00</u>
	8074 Contracts/Fees/Rentals	<u>17,170.00</u>
	8077 Travel/Staff Development	<u>1,621.00</u>
2101-	Postal Operations	
	8050 Supplies	<u>300.00</u>
	8051 Printing & Advertising	<u>100.00</u>
	8074 Contracts/Fees/Rentals	<u>1,195.00</u>
	8152 Postal Expense	<u>3,000.00</u>
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 184,277.00</b>

**TITAN STUDENT CENTERS**

**OPERATIONS**

**2015-16 BUDGET**

<b>INCOME</b>		<b>APPROVED</b>
	General Operations	
2400-6000	Fees	\$ 1,166,484.00
2400-6007	Service Chargebacks	<u>1,875.00</u>
2400-6022	Miscellaneous Income	<u>200.00</u>
2400-6030	Equipment Rental	<u>800.00</u>
	Hospitality Services	
2404-6022	Miscellaneous Income	<u>1,231.00</u>
2404-6035	Event Manager Services	<u>49,000.00</u>
<b>TOTAL INCOME</b>		<b>\$ 1,219,590.00</b>

<b>DISBURSEMENTS</b>		
2400-	General Operations	
	8050 Supplies	<u>410.00</u>
	8051 Printing & Advertising	<u>300.00</u>
	8052 Communications	<u>1,032.00</u>
	8056 Repairs & Maintenance	<u>15,500.00</u>
	8065 Personnel Services, F.T.	<u>120,608.00</u>
	8165 Benefits, F.T.	<u>67,407.00</u>
	8077 Travel/Staff Development	<u>2,528.00</u>
2401-	Associate Director's Office	
	8050 Supplies	<u>250.00</u>
	8051 Printing & Advertising	<u>100.00</u>
	8052 Communications	<u>1,068.00</u>
	8065 Personnel Services, F.T.	<u>145,205.00</u>
	8165 Benefits, F.T.	<u>70,328.00</u>
	8077 Travel/Staff Development	<u>2,528.00</u>
	8079 Dues & Subscriptions	<u>850.00</u>
2402-	Audio Visual Services	
	8050 Supplies	<u>9,644.00</u>
	8056 Repairs & Maintenance	<u>7,000.00</u>

**DISBURSEMENTS (continued)**

2403-	Custodial and Logistics	
	8050 Supplies	45,434.00
	8069 Personnel Services, P.T.	74,153.00
	8169 Benefits, P.T.	3,597.00
	8074 Contracts/Fees/Rentals	409,456.00
2404-	Hospitality Services	
	8050 Supplies	2,730.00
	8051 Printing & Advertising	80.00
	8052 Communications	696.00
	8065 Personnel Services, F.T.	56,709.00
	8165 Benefits, F.T.	27,692.00
	8069 Personnel Services, P.T.	145,100.00
	8169 Benefits, P.T.	6,413.00
	8074 Contracts/Fees/Rentals	1,176.00
	8077 Travel/Staff Development	1,596.00
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 1,219,590.00</b>

**TITAN STUDENT CENTERS**

**TITAN RECREATION**

**2015-16 BUDGET**

**APPROVED**

**INCOME**

2500-	General Operations	
	6000 Fees	\$ 1,424,943.00
	6003 Locker Income	33,350.00
	6010 Merchandise Sales	5,974.00
	6022 Miscellaneous Revenue	40,160.00
	6025 Facility Rental	18,082.00
	6079 Registration Fees	195,059.00
2501-	Building Operations	
	6035 Personnel Services, P.T.	3,480.00
2502-	Front Desk	
	6035 Personnel Services, P.T.	1,306.00
2505-	Pool Operations	
	6025 Facility Rental	1,180.00
	6035 Personnel Services, P.T.	800.00
2506-	Rock Wall Operations	
	6025 Facility Rental	420.00
	6035 Personnel Services, P.T.	432.00
	6079 Registration Fees	3,773.00
	6218 Rock Wall Classes	6,600.00
2507-	Intramural Sports Program	
	6022 Miscellaneous Revenue	200.00
	6035 Personnel Services, P.T.	704.00
	6079 Registration Fees	23,760.00
2508-	Group Exercise/Instructional Program	
	6035 Personnel Services, P.T.	900.00
	6079 Registration Fees	10,570.00
2509-	Personal Training Program	
	6079 Registration Fees	17,483.00
2510-	Titan Youth Sports Camp	
	6010 Merchandise Sales	600.00
	6079 Registration Fees	241,800.00

**INCOME (continued)**

2511-	Learn to Swim Program	
6079	Registration Fees	<u>70,472.00</u>
2512-	Special Events	
6079	Registration Fees	<u>8,000.00</u>
2516-	CSUF Irvine Fitness Facility	
6079	Registration Fees	<u>340.00</u>
<b>TOTAL INCOME</b>		<b>\$ 2,110,388.00</b>

**DISBURSEMENTS**

2500-	General Operations	
8050	Supplies	<u>23,808.00</u>
8051	Printing & Advertising	<u>2,110.00</u>
8052	Communications	<u>11,288.00</u>
8054	Merchandise for Resale	<u>3,838.00</u>
8065	Personnel Services, F.T.	<u>441,703.00</u>
8165	Benefits, F.T.	<u>213,834.00</u>
8069	Personnel Services, P.T.	<u>36,887.00</u>
8169	Benefits, P.T.	<u>1,016.00</u>
8074	Contracts/Fees/Rentals	<u>265,918.00</u>
8077	Travel/Staff Development	<u>9,279.00</u>
8079	Dues & Subscriptions	<u>2,871.00</u>
2501-	Building Operations	
8050	Supplies	<u>19,312.00</u>
8051	Printing & Advertising	<u>500.00</u>
8056	Repairs & Maintenance	<u>7,000.00</u>
8069	Personnel Services, P.T.	<u>79,896.00</u>
8169	Benefits, P.T.	<u>3,884.00</u>
2502-	Front Desk Operations	
8050	Supplies	<u>3,158.00</u>
8069	Personnel Services, P.T.	<u>67,032.00</u>
8169	Benefits, P.T.	<u>1,694.00</u>
8074	Contracts/Fees/Rentals	<u>720.00</u>
2503-	Recreation Services	
8050	Supplies	<u>50.00</u>
8051	Printing & Advertising	<u>2,207.50</u>
8069	Personnel Services, P.T.	<u>44,673.00</u>
8169	Benefits, P.T.	<u>1,419.00</u>
8074	Contracts/Fees/Rentals	<u>480.00</u>

**DISBURSEMENTS (continued)**

2504-	Cardio/Weight Room Operations	
	8050 Supplies	<u>28,655.00</u>
	8056 Repairs & Maintenance	<u>10,000.00</u>
	8069 Personnel Services, P.T.	<u>108,108.00</u>
	8169 Benefits, P.T.	<u>5,472.00</u>
	8074 Contracts/Fees/Rentals	<u>14,300.00</u>
2505-	Pool Operations	
	8050 Supplies	<u>14,815.00</u>
	8051 Printing & Advertising	<u>150.00</u>
	8056 Repairs & Maintenance	<u>750.00</u>
	8069 Personnel Services, P.T.	<u>70,568.00</u>
	8169 Benefits, P.T.	<u>3,841.00</u>
	8074 Contracts/Fees/Rentals	<u>9,000.00</u>
	8077 Travel/Staff Development	<u>364.00</u>
	8079 Dues & Subscriptions	<u>147.00</u>
2506-	Rock Wall Operations	
	8050 Supplies	<u>3,147.00</u>
	8051 Printing & Advertising	<u>410.00</u>
	8056 Repairs & Maintenance	<u>150.00</u>
	8069 Personnel Services, P.T.	<u>47,813.00</u>
	8169 Benefits, P.T.	<u>2,145.00</u>
	8077 Travel/Staff Development	<u>2,199.25</u>
	8079 Dues & Subscriptions	<u>300.00</u>
2507-	Intramural Sports Program	
	8050 Supplies	<u>5,901.00</u>
	8051 Printing & Advertising	<u>2,500.00</u>
	8069 Personnel Services, P.T.	<u>96,755.00</u>
	8169 Benefits, P.T.	<u>3,164.00</u>
	8074 Contracts/Fees/Rentals	<u>14,050.00</u>
	8077 Travel/Staff Development	<u>1,625.00</u>
	8084 Insurance	<u>16,000.00</u>
2508-	Group Exercise/Instructional Programs	
	8050 Supplies	<u>2,360.00</u>
	8051 Printing & Advertising	<u>175.00</u>
	8069 Personnel Services, P.T.	<u>67,115.00</u>
	8169 Benefits, P.T.	<u>1,283.57</u>
	8077 Travel & Staff Development	<u>500.00</u>



**DISBURSEMENTS (continued)**

2509-	Personal Training	
	8050 Supplies	700.00
	8051 Printing & Advertising	150.00
	8069 Personnel Services, P.T.	20,791.00
	8169 Benefits, P.T.	1,693.00
	8079 Dues & Subscriptions	140.00
2510-	Titan Youth Sports Camp	
	8050 Supplies	9,277.00
	8051 Printing & Advertising	3,905.00
	8052 Communications	16.00
	8054 Merchandise for Resale	420.00
	8069 Personnel Services, P.T.	109,707.00
	8169 Benefits, P.T.	11,980.00
	8074 Contracts/Fees/Rentals	40,950.00
	8077 Travel/Staff Development	600.00
	8084 Insurance	2,000.00
2511-	Learn to Swim Program	
	8050 Supplies	861.00
	8051 Printing & Advertising	1,650.00
	8069 Personnel Services, P.T.	36,596.00
	8169 Benefits, P.T.	340.00
	8074 Contracts/Fees/Rentals	13,030.00
	8077 Travel & Staff Development	60.00
	8084 Insurance	3,300.00
2512-	Special Events	
	8050 Supplies	8,055.00
	8051 Printing & Advertising	3,705.00
	8069 Personnel Services, P.T.	17,930.00
	8169 Benefits, P.T.	590.00
	8074 Contracts/Fees/Rentals	11,360.00
2516	Irvine Campus	
	8050 Supplies	150.00
	8051 Printing & Advertising	100.00
	8069 Personnel Services, P.T.	30,068.00
	8169 Benefits, P.T.	1,229.00
	8077 Travel & Staff Development	695.00

**TOTAL DISBURSEMENTS****\$ 2,110,388.00**

**TITAN STUDENT CENTERS**  
**EMERGENCY PREPAREDNESS & RESPONSE**  
**2015-16 BUDGET**

<b>INCOME</b>		<b>APPROVED</b>
2600-6000	Fees	<u>\$ 7,302.00</u>
<b>TOTAL INCOME</b>		<b>\$ 7,302.00</b>

<b>DISBURSEMENTS</b>		
2600-	General Operations	
	8050 Supplies	<u>2,277.00</u>
	8074 Contracts/Fees/Rentals	<u>5,025.00</u>
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 7,302.00</b>