

## **Associated Students, CSUF, Inc.**

### **Definition of Line-Item Expenses**

**-8020 Student Leadership Awards**

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:

1. Office Supplies: including pens, pencils, paper clips, envelopes, staplers and staples, scissors, printer cartridges, ribbons, diskettes, computer paper, toners, binders, labels, file folders, desk calendars, tape, stationery, etc.
2. Hospitality Supplies: including soft drinks, packaged food items, paper and plastic ware, other food items required by contractual agreements (other than catered events).
3. Other Expendable Supplies: may include t-shirts, paint, costumes, props, decorations, poster stakes, trophies and awards, plaques, batteries, gift certificates, and prize awards.

**-8051 Printing & Advertising**

Costs for designing and printing brochures, business cards, posters, forms, flyers, and other materials related to the operation and promotion/public relations of various programs and departments. It includes all photocopying costs, costs for newspaper ads, and other recruitment costs.

**-8052 Communications**

Office telephone monthly usage costs, postage and mailing costs, and freight costs. Includes all costs related to installation and disconnection of all voice, data, and fax lines.

**-8056 Repairs & Maintenance**

Costs of supplies, parts, and outside labor necessary to repair and maintain furnishings and equipment.

**-8065 Personnel Service, FT**

Full and part-time staff salaries.

**-8165 Benefits, FT**

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, PT**

Part-time student wages (hourly employees): Student Assistants, Work Study Students and Non-Students, part-time employees.

**-8169 Benefits, PT**

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**

1. Contracts: catered meal costs (on- or off-campus); copier and fax machine service agreements; entertainment contracts; speaker fees and related transportation costs; custodial contracts; computer technology lease agreements.
2. Fees: Program/Project funding allocations (AICA, AICC, BICC, CICC, ECSICC, EICC, HHDICC, HSSICC, NSMICC, and SCICC), to include all expenses (except travel) related to programs or projects funded by AICA, AICC, BICC, CICC, ECSICC, EICC, HHDICC, HSSICC, NSMICC, and SCICC; chargebacks for services rendered by the University and TSU (projectionist fees, security services, Staff Pro services); parking permits; employment testing fees (audiometry and cardiopulmonary function); pre-employment costs (background checks, drug testing, medical exams); CPR and First Aid training fees; administrative service fees; software license fees; computer technical support fees; audit and legal fees; entry fees; athletic program guarantees; operating fees and permits; bank and other financial fees.
3. Rentals: equipment rentals (includes lighting, sound, and staging equipment); film rentals; retreat rentals; camp and facilities (dancehalls, ballrooms, meeting rooms) rentals; costume, prop, and decoration rentals.

**-8077 Travel**

All costs related to travel/transportation including airfare, vehicle rental fees, lodging, parking, registration fees, and personal vehicle mileage reimbursement.

**-8078 Vehicle Expense**

Costs to license and maintain company-owned vehicles: insurance, registration, and smog check; fuel and maintenance.

**-8079 Dues & Subscriptions**

Professional organizational dues; membership dues; subscriptions to newspapers, publications, magazines, periodicals, newsletters, resource materials, etc. Does not include personal membership dues or fees.

**-8082 Staff Development**

All expenses related to workshops and other professional development expenses. Videos, retreats, trophies, staff gifts as they relate to staff development.

**-8084 Insurance**

Cost of insurance related to specific activities/programs. Other organizational insurance.

**-8086 Utilities**

Cost of heating and cooling, electricity, gas, water, and sewer.

**-8094 Research Grants**

Awards provided to students for the purpose of conducting academic research projects.

**-8369 Scholarships**

Financial awards provided to CSUF students according to guidelines established by the ASI Scholarship Committee.

**-8397 Presidential Discretionary (ASI President & CEO only)**

Expenses related to the general mission of ASI.