

Guidelines for Invoices and Contracts over \$5,000



Any funding provided to students or student organizations in excess of \$5,000 for a single expense must be approved by the Finance Committee.

Step 1: Discuss this item with your respective ASI staff during your regular meeting

Your respective ASI staff can review the invoice or contract to see if anything else is needed ahead of your request.

Step 2: Prepare the Documentation for the ASI Finance Committee

(1) Memo that summarizes the expenditure including your event details (name, date/time, etc), Detail any other information you feel is relevant, such as why this expenditure is necessary and how many people will benefit from the program.

(2) Copy of the Invoice or Contract

- a. Please note that your contract needs to be addressed to the organization sponsoring the event – not Associated Students, CSUF, Inc

Step 3. Email the Documentation to the ASI Treasurer and Advisor to the Finance Committee

ASI Treasurer: asboardtreasurer@fullerton.edu

Advisor to the Finance Committee: anettles@fullerton.edu

This information needs to be received by 5:00pm the Friday before the ASI Finance Committee meeting. If the Treasurer and Advisor has not received all your documentation by that Friday, you will not be place on the following Thursday's Finance Committee agenda. Exceptions to this rule will be considered on a case-by-case basis, such as holiday weeks or unexpected circumstances resulting in extreme time-sensitivity.