



Finance Committee Meeting Minutes

Associated Students Inc., California State University, Fullerton

4/23/2026 1:15 PMPDT

@ ASI Boardroom, Titan Student Union

Meeting Details

Meeting Called By: Shay Quock

Meeting Type: Regular

Meeting Attendees: Members, Staff, Public

CSU, Fullerton students, and members of the public may submit comments regarding any item posted on this agenda or matters of importance to the student body through the [Public Comment Form](#).

Comments will be reviewed by the Board Leadership, and submissions received prior to the meeting and that are applicable to the governing body will be read during the meeting.

1. Call to Order (Quock)

Chair Quock called the meeting to order at 1:21 p.m.

2. Roll Call

Members Present: Komiya, Lopez, Mendoza, Quock, Ryals

Members Absent: None

Liaisons Present: Hesgard, Salguero, Romero(E)*

Liaisons Absent: None

According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

* Indicates that the member was in attendance prior to the start of Unfinished Business but left before the scheduled end of the meeting.

** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

Motion:

(Ryals-m/Lopez-s) A motion was made and seconded to excuse Member Luca Romero for being late due to university business.

The absences were excused by unanimous consent.

Motion moved by Liam Ryals and motion seconded by Joshua Lopez.

3. Approval of the Agenda

[Item 3 - fin 2026 04 23 age.pdf](#)

Motion:

The agenda was approved by unanimous consent.

Motion moved by Joshua Lopez and motion seconded by Sarah Komiya.

4. Public Speakers

Members of the public may address Finance Committee members on any item appearing on this posted agenda or matters of importance to CSUF students.

There were no public speakers.

5. Reports

A. Chair (Quock)

Chair Quock Noted this was the final Finance Committee meeting of the academic year. He reflected on accomplishments and thanked members for their service. He also announced the development of a survey to improve reimbursement processes and requested member feedback.

B. Director of Student Government (Hesgard)

Hesgard acknowledged final meeting and recognized outgoing leadership, including CFO Kathleen Postal for her last meeting. She commended Committee members for their work and ongoing initiatives. Hesgard provided a few key reminders including the scholarship grading deadline of May 1, the Board transition meeting scheduled for May 7th and the ASI Banquet on May 8th.

6. Time Certain

None

7. Unfinished Business

None

8. New Business

A. Action: Resolution to Accept ASI Quarterly Financial Report (Quock)

The Committee will consider approving the ASI Quarterly Financial Report.

FIN 031 25/26 (Komiya-m/Lopez-s) A motion was made and seconded to accept the ASI Quarterly Financial Report Q3 FY2026.

Chair Quock yielded to Kathleen Postal, ASI Chief Financial Officer.

Postal summarized the organization's financial status as of March 31, 2026, noting that it remained on track with its budget and was experiencing some underspending. Associated Students had collected most of its revenue and was slightly below expected spending due to seasonal timing, delayed billing, and outstanding payments, which were expected to normalize by late spring. She reported that Titan Student Centers revenue was near projections and expected to exceed budget, while expenses were also under budget due to seasonality and unfilled positions. She added that spending would increase with upcoming spring events and that staffing levels were expected to improve next year. Postal concluded that the organization was in a strong financial position, with significant cash reserves to support operations and future projects, and remained aligned with its strategic goals.

Chair Quock opened the floor to questions.

- Ryals asked whether the \$11 million allocation included funding for the Titan Youth Summer Camp.

Postal clarified that the camp was included in the budget and partially supported by philanthropic funds. She explained that the program spanned multiple weeks across two fiscal years, with costs appropriately accounted for within the budget for its full duration.

- Mendoza asked why the Bank of America account had a much lower return compared to the LAIF (Local Agency Investment Fund). Postal explained that standard bank accounts typically yield minimal interest, and the account was maintained primarily for operational liquidity. She noted that only about three months of operating cash was kept in that account, while excess funds were placed in LAIF to earn higher returns while still remaining easily accessible within one day. She added that although higher-yield options existed, the organization prioritized liquidity given current economic conditions.
- Mendoza asked why a 3.98% return from the LAIF fund was considered low and what typical returns were. Postal explained that LAIF generally yields between 2% and 4% because it is a conservative, state-managed investment primarily composed of treasury bonds. She noted that public agencies are limited in their investment options, making LAIF an appropriate choice for stability and liquidity. She added that while the current return was within the normal range, the organization could consider reallocating funds if approved by finance leadership.

Chair Quock opened the floor to discussion.
There were no points of discussion.
The Committee moved to a roll call vote.

 [Item 9.A A Resolution to Accept ASI Quarterly Financial Report Q3 FY2026.pdf](#)

 [Item 9.A QTRLYReport33126.pdf](#)

Motion:

FIN 031 25/26 Roll Call Vote: 5-0-0. The motion to accept ASI Quarterly Financial Report was adopted.

Motion moved by Sarah Komiya and motion seconded by Joshua Lopez.

B. Action: Resolution to Amend ASI Policy Concerning Asset Management (Quock)

The Committee will consider approving a resolution to amend ASI Policy Concerning Asset Management.

FIN 032 25/26 (Mendoza-m/Lopez-s) A motion was made and seconded to Amend ASI Policy Concerning Corporate Asset Management.

Chair Quock yielded to Andrea Okoh, Assistant Director of Corporate Affairs.

Okoh explained that the policy addressed organizational assets, including consumable and non-consumable items, and outlined processes for capitalization, depreciation, disposal, and reassignment. She noted that the policy was divided into three sections covering asset management, property disposal and reassignment, and non-consumables. She highlighted that the only update was the addition of clear procedures for property reassignment, which had previously been missing. She emphasized that tracking reassigned assets was necessary to maintain accountability, as these items hold financial value and must be monitored similarly to cash.

Chair Quock opened the floor to questions.

- Chair Quock asked whether the policy update was prompted by a specific issue or part of a scheduled review cycle.

Okoh confirmed that the changes resulted from the regular policy review schedule, not from any particular incident.

Chair Quock opened the floor to discussion.
There were no points of discussion.
The Committee moved to a roll call vote.

 [Item 9.B 2026 Policy Concerning Asset Management.pdf](#)

 [Item 9.B A Resolution Amending Policy Concerning Asset Management.pdf](#)

Motion:

FIN 032 25/26 Roll Call Vote: 5-0-0. The motion amend ASI Policy Concerning Corporate Asset Management was adopted.

Motion moved by Cesar Mendoza and motion seconded by Joshua Lopez.

C. Action: Resolution to Amend ASI Policy Concerning Procurement (Quock)

The Committee will consider approving a resolution to amend ASI Policy Concerning Procurement.

FIN 033 25/26 (Lopez-m/Mendoza-s) A motion was made and seconded to amend ASI Policy Concerning Procurement.

Chair Quock yielded to Andrea Okoh, Assistant Director of Corporate Affairs.

Okoh explained that the corporate procurement policy provided guidance on purchasing goods and services to ensure proper risk management. She noted that it covered areas such as conflict of interest, capital expenditures, contracts, credit cards, purchase orders, travel, hospitality, and financial reporting. She highlighted several key updates, including creating a standalone conflict of interest section to apply across all procurement activities. She also described the addition of a delegation of authority matrix, clarifying approval levels and signing responsibilities, which was implemented based on audit recommendations. Other updates included clearer procedures for processing purchase orders and the inclusion of monthly financial review meetings between the CFO and executive director.

Chair Quock opened the floor to questions.

There were no questions.

Chair Quock opened the floor to discussion.

There were no points of discussion.

The Committee moved to a roll call vote.

 [Item 9.C 2026 Policy Concerning Corporate Procurement.pdf](#)

 [Item 9.C A Resolution Amending Policy Concerning Corporate Procurement.pdf](#)

 [9.C ASI Policy Concerning Corporate Procurement.pdf](#)

Motion:

FIN 033 25/26 Roll Call Vote: 5-0-0. The motion to amend ASI Policy Concerning Procurement was adopted.

Motion moved by Joshua Lopez and motion seconded by Cesar Mendoza.

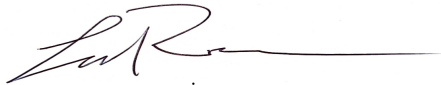
9. Announcements & Member's Privilege

- Chair Quock announced an upcoming student wellness workshop on April 28 in collaboration with the College of Business, focused on stress management and open to all students. Food will be provided. Quock expressed appreciation for the Committee's work throughout the year and invited members to take a group photo.

10. Adjournment (Quock)

Chair Quock adjourned the meeting at 1:52 pm.

Reviewed and approved by the ASI Board of Directors, May 5, 2026.



Luca Romero
2026-05-09 17:22 UTC

Board Secretary



Erika Perret-Martinez
2026-05-05 23:07 UTC

Recording Secretary

Roll Call 2025-2026

04/23/2026 Governance Committee Roll Call

Attendance			Board Members	
			Present	Absent
CHAIR/EDU	AHMAD	MAHAK	1	
HHD	CAMARILLO	LUISA		1
CBE	QUOCK	SHAY	1	
COMM	ROMERO	LUCA	1	
HSS	VALDEZ	EDWIN	1	
			Present	Absent
			4	1

Attendance				Liaisons	
				Present	Absent
COR. STU GOV.	HESGARD	REBECCA		1	
ASI PRES. *	SYED	HANEEFAH		1	
ASI CHAIR *	MENDOZA	CESAR		1	
				Present	Absent
				3	0

*Recording Secretary: Erika Perret-Martinez

Pres Designee: Juan Salguero

Chair Designee: Cesar Mendoza

QUORUM 4
Majority 3

Roll Call Votes		013 Resolution to Approve ASI Policy Concerning Performance Management			
			Yes	No	Abstain
HHD	CAMARILLO	LUISA			
CBE	QUOCK	SHAY	1		
COMM	ROMERO	LUCA	1		
HSS	VALDEZ	EDWIN	1		
CHAIR/NSM	AHMAD	MAHAK	1		
			4	0	0

Roll Call Votes		014 Resolution to Approve ASI Policy Concerning Scholarships			
			Yes	No	Abstain
HHD	CAMARILLO	LUISA			
CBE	QUOCK	SHAY	1		
COMM	ROMERO	LUCA	1		
HSS	VALDEZ	EDWIN	1		
CHAIR/NSM	AHMAD	MAHAK	1		
			4	0	0

Roll Call Votes		015 Resolution to Approve ASI Policy Concerning Corporate Management			
			Yes	No	Abstain
HHD	CAMARILLO	LUISA			
CBE	QUOCK	SHAY	1		
COMM	ROMERO	LUCA	1		
HSS	VALDEZ	EDWIN	1		
CHAIR/NSM	AHMAD	MAHAK	1		
			4	0	0



CALIFORNIA STATE UNIVERSITY, FULLERTON™

Resolution to Accept ASI Quarterly Financial Report Q3 FY2026

Sponsor: Shay Quock, Chair, Finance Committee

WHEREAS, the Associated Students Inc. (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by ASI Board of Directors, who set policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, ASI's mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and

WHEREAS, ASI Policy Concerning Investments and Reserves calls for the Associate Vice President and Executive Director to report on the status of all invested funds to the ASI Board of Directors each quarter; and

WHEREAS, to provide effective fiduciary oversight, the Associate Vice President and Executive Director reviews and submits the financial state of the organization to the Board of Directors each quarter; and

WHEREAS, ASI's Quarterly Financial Report is prepared by the organization's Accounting Department and is reviewed by the Chief Financial Officer and Associate Vice President and Executive Director; therefore, let it be

RESOLVED, the ASI Board of Directors accepts the third quarterly financial report FY2026 for the Associated Students Inc.; and let it be finally

RESOLVED, that this resolution be distributed to the Associate Vice President and Executive Director, ASI Chief Financial Officer and applicable ASI departments for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the twenty-eighth day of April in the year two thousand twenty-six.

Chair, Board of Directors

Secretary, Board of Directors



Finance Committee

April 23, 2026

Quarterly Financials

Prepared by: Kathleen Postal, CFO

Quarterly Financials – Third Quarter

“Accounting is the language of business.” – [Warren Buffett](#)



Executive Summary

This report outlines ASI's financial performance for the third quarter of 25-26, including revenue and expenditure trends, variances, and key financial decisions.

Overall, ASI remains on track with budget projections, with strategic underspending in certain areas and anticipated revenue gains in the next quarter.



Quarterly Review

The following specific areas will be covered:

- Associate Student Financial Statement
 - AS Variances
- Titan Student Centers Financial Statement
 - TSC Variances
- Statement of Funds



Associated Student Financials



Associate Student Revenue as of 3/31/26

	Budget	Actual	Variance	%	Projection
AS Admin	\$ 404,500	\$ 413,800	\$ (9,300)	102%	\$ 551,733
AS Student Fees	\$ 5,761,332	\$ 5,598,487	\$ 162,845	97%	\$ 5,761,332
Student Fees - Athletics	\$ 2,421,308	\$ 2,421,308	-	100%	\$ 2,421,308
AS Indirect Income	\$ 1,675,000	\$ 1,256,249	\$ 418,750	75%	\$ 1,675,000
Children's Center	\$ 2,024,200	\$ 1,713,784	\$ 310,416	85%	\$ 2,024,200
Student Government	\$ 62,000	-	\$ 62,000	0%	\$ 62,500
Student Programs & Engagement	\$ 95,000	-	\$ 95,000	0%	\$ 41,500
TOTAL INCOME	\$ 12,442,840	\$ 11,403,628	\$ 1,040,212	92%	\$ 12,537,573

Associate Student Expense as of 3/31/26

	Budget	Actual	Variance	%	Projection
Salary & Benefits	\$ 6,435,212	\$ 4,585,271	\$ 1,849,941	71%	\$ 6,113,694
Contracts/Professional	\$ 547,130	\$ 489,561	\$ 57,569	89%	\$ 652,749
Promotional Items	\$ 122,515	\$ 45,998	\$ 76,517	38%	\$ 61,330
Awards & Scholarships	\$ 766,042	\$ 681,743	\$ 84,299	89%	\$ 766,042
Hospitality & Staff Dev	\$ 453,448	\$ 181,430	\$ 272,018	40%	\$ 341,906
Insurance	\$ 51,500	\$ 59,347	\$ (7,847)	115%	\$ 79,130
Supplies	\$ 252,720	\$ 107,626	\$ 145,095	43%	\$ 218,501
Rental Equipment	\$ 111,250	\$ 50,622	\$ 60,629	46%	\$ 97,495
Software & Payroll Services	\$ 269,250	\$ 195,752	\$ 63,998	75%	\$ 261,002
Travel	\$ 375,619	\$ 143,784	\$ 231,835	38%	\$ 241,712
Maintenance & Repairs	\$ 25,000	\$ 14,343	\$ 10,657	57%	\$ 19,124
Utilities	\$ 42,180	\$ 20,007	\$ 22,173	47%	\$ 26,676
Other Operating	\$ 417,320	\$ 173,098	\$ 244,222	59%	\$ 280,798
Student Fees - Athletics	\$ 2,421,308	\$ 744,620	\$ 1,676,688	31%	\$ 2,421,308
TOTAL INCOME	\$ 12,280,994	\$ 7,493,201	\$ 4,787,793	61%	\$ 11,581,467

Variances

- Salary & Benefits on target – 71%
- Seasonality – Spring Events Billing Outstanding
below 48% in spending
 - Promotional Items
 - Hospitality
 - Rental
 - Supplies
 - Travel

Titan Student Centers Financials



Titan Student Centers Revenue as of 3/31/26

	Budget	Actual	Variance	%	Projection
TS Admin	\$ 318,000	\$ 338,519	\$ (20,519)	106%	\$ 371,406
TS Student Fees	\$ 14,271,608	\$ 14,271,608	\$ -	-	\$ 14,271,608
Building Engineering	\$ 215,178	\$ 99,406	\$ 115,772	46%	\$ 132,542
TSU Income	\$ 873,140	\$ 1,058,856	\$ (185,716)	121%	\$ 1,211,808
SRC Income	\$ 698,805	\$ 465,489	\$ 233,316	67%	\$ 620,652
Student Programs and Engagement - TS	\$ 510,000	\$ 301,555	\$ 208,445	59%	\$ 402,073
TOTAL INCOME	\$ 16,886,731	\$ 16,535,433	\$ 351,298	98%	\$ 17,090,042

Titan Student Centers Expense as of 3/31/26

	Budget	Actual	Variance	%	Projection
Salary & Benefits	\$ 7,872,493	\$ 5,238,556	\$ 2,633,937	67%	\$ 6,984,741
Contracts/Professional	\$ 3,168,071	\$ 1,779,765	\$ 1,388,306	44%	\$ 2,523,020
Promotional Items	\$ 272,800	\$ 99,813	\$ 172,987	37%	\$ 208,084
Hospitality & Staff Dev.	\$ 255,700	\$ 165,110	\$ 90,590	65%	\$ 260,147
Insurance	\$ 365,153	\$ 326,305	\$ 38,848	89%	\$ 435,073
Supplies	\$ 399,700	\$ 192,646	\$ 207,054	48%	\$ 331,861
Furniture/Fixture Equip	\$ 146,500	\$ 33,506	\$ 112,994	23%	\$ 94,674
Software	\$ 181,861	\$ 144,710	\$ 37,151	80%	\$ 192,947
Travel	\$ 124,650	\$ 64,846	\$ 59,804	52%	\$ 86,462
Maintenance & Repairs	\$ 331,500	\$ 122,508	\$ 208,992	37%	\$ 163,344
Utilities	\$ 830,000	\$ 299,354	\$ 530,646	36%	\$ 409,138
Other Operating	\$ 1,263,305	\$ 908,860	\$ 354,445	72%	\$ 1,211,814
Indirect Expense	\$ 1,675,000	\$ 1,256,250	\$ 418,750	75%	\$ 1,675,000
TOTAL	\$ 16,886,733	\$ 10,632,229	\$ 6,254,504	63%	\$14,576,305

Variations

- Salary & Benefits – 67%
 - Open positions
- Seasonality – Spring Events Billing Outstanding Wellness, Spring Concert, March & April SPE events. Impacts:
 - Promotional Items
 - Hospitality
 - Supplies
 - Equipment/Rentals

STATUS OF FUNDS (CASH)



Types of Investments

- Bank of America – Operating Account
- Local Agency Investment Fund (LAIF)
 - State Fund – low risk/low return (2-4%)
 - FY 25/26 – 3.98% return
- City National Bank
 - Investment – Children’s Center Reserve & other ASI held reserves.
 - YTD 3.5% of return – down 10% from 12/31/25.

State of Funds as of 3/31/26

Cash & Equivalents

	Interest	Balance		Total
Associated Students				
Bank of America Checking	0.77%	\$ 1,701,529		
Local Agency Investment Fund (LAIF)	3.98%	\$ 4,649,520		
Total AS				\$ 6,351,049
Titan Student Centers				
Petty Cash		\$ 3,068		
Bank of America Checking	0.77%	\$ 665,213		
Local Agency Investment Fund (LAIF)	3.98%	\$ 15,198,003		
Total TSC				\$ 15,866,284
Total Cash & Equivalents				\$ 22,217,333

State of Funds as of 3/31/26

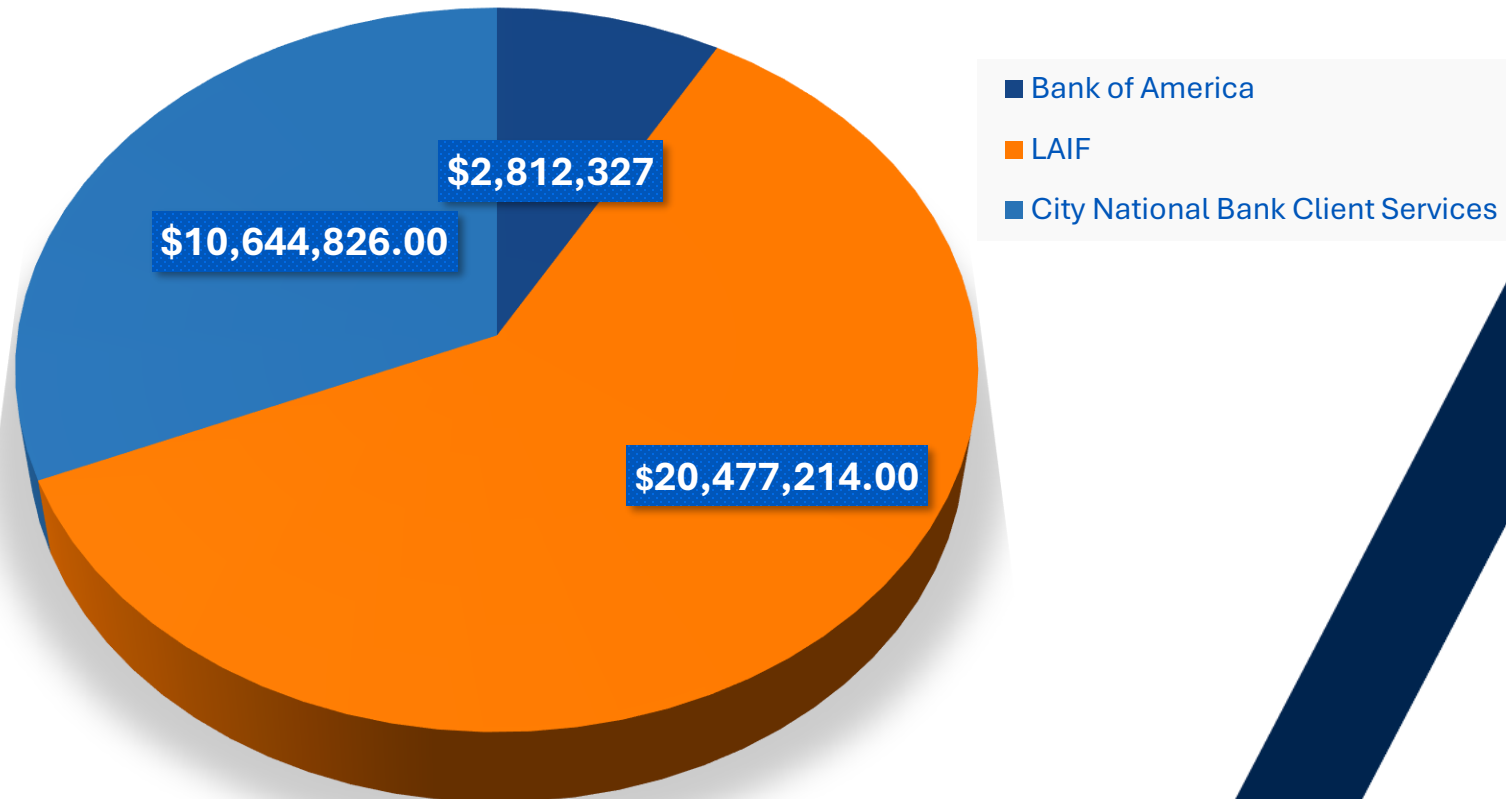
Investments & Club/Agency Accounts

	Interest	Balance	Total
Investments			
VEBA Trust		\$ 5,327,949	
Children's Center Reserve		\$ 5,316,877	
Total Investments			\$ 10,644,826
TOTAL ASI FUNDS			\$ 32,862,159
Club/Agency Accounts			
Bank of America Checking	0.77%	\$ 442,517	
Local Agency Investment Fund (LAIF)	3.98%	\$ 629,691	
Total Club/Agency Accounts			\$ 1,072,208

Status of Funds as of 3/31/26

Financial Institution Summary

Grand Total: \$33.393,367



Cash on Hand

- Student fees are received in November each year.
 - The cash on hand is a buildup of surplus from underspending in previous years.
 - The money will help fund ASI's contribution to the ASWI project.
 - Cash flow required for 4 months = \$11M
 - The \$22M in available cash will support the organization through those months.

SUMMARY



Summary

ASI closed the third quarter of FY 2025-26 in a strong financial and operational position.

- Focusing on Strong Student Engagement

Overall, ASI remains well-positioned for sustained financial health and continued alignment with its strategic goals.



QUESTIONS?





Policy Concerning Asset Management

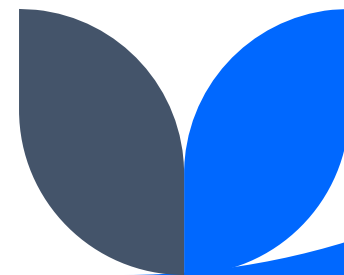
Purpose

- The purpose of the policy is to provide guidance over the asset management of Associated Students, Inc. (ASI). This policy outlines the difference between consumable and non-consumable items and provides details on the disposal and reassignment of property.



Policy Overview

- Fixed Assets Capitalization and Depreciation
- Property Disposal and Reassignment
- Non-Consumable Items



Proposed Policy Updates

1. Property reassignment
 1. Form and procedures outlined



Questions



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION TO AMEND ASI POLICY CONCERNING ASSET MANAGEMENT

Sponsor: Shay Quock, Chair, Finance Committee

WHEREAS, The Associated Students, Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, ASI Policy Concerning Asset Management establishes the standards for the acquisition, tracking, maintenance, and disposal of corporate property to ensure fiscal responsibility and operational efficiency; and

WHEREAS, a review of the policy identified a need to formalize the procedures regarding the transfer of equipment and resources between departments; and

WHEREAS, amendments were identified to ensure that the movement of assets is accurately documented, authorized, and reflected in the corporate inventory records through a clearly outlined process for Property Reassignment; therefore, let it be

RESOLVED, ASI approves the amendments to the Policy Concerning Asset Management; and let it be finally

RESOLVED that this resolution be distributed to the ASI Executive Director, Chief Financial Officer, and applicable ASI departments for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the fifth day of May in the year two thousand and twenty-six.

Chair, Board of Directors

Secretary, Board of Directors

POLICY CONCERNING ASSET MANAGEMENT

PURPOSE

The purpose of the policy is to provide guidance over the asset management of Associated Students, Inc. (ASI). This policy outlines ~~the difference between consumable and non-~~
~~consumable-consumable~~ items and provides details on the disposal and reassignment of property.

PURPOSE	1
WHO SHOULD KNOW THIS POLICY	1
DEFINITIONS	1
STANDARDS.....	1
1. FIXED ASSETS CAPITALIZATION AND DEPRECIATION.....	1
2. PROPERTY DISPOSAL AND REASSIGNMENT	2
3. NON-CONSUMABLE ITEMS	2

WHO SHOULD KNOW THIS POLICY

- | | |
|--|---|
| <input checked="" type="checkbox"/> Budget Area Administrators | <input type="checkbox"/> Volunteers |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Supervisors | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Students |

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Capital Asset	Property of any kind held by ASI including property that is moveable or immovable, tangible or intangible, fixed or circulating.
<u>Fixed Asset</u>	<u>Long-term tangible properties or equipment that are essential to a company's operations.</u>
Non-consumable Items	Items with a useful life of over one year.

STANDARDS

1. FIXED ASSETS CAPITALIZATION AND DEPRECIATION

Equipment purchases exceeding \$5,000.00 and having a useful life of at least two years shall be capitalized.

Capitalized assets will be depreciated based on the straight-line method of depreciation. Depreciation will be calculated monthly and posted to the general ledger at both month end and fiscal year end. Expenditures extending the useful life of capitalized equipment will be capitalized. Expenditures that do not extend the useful life of a capitalized asset will be recorded as an operating expense.

A physical inventory of capital assets will be conducted annually independent of accounting personnel responsible for maintaining the fixed asset system.

2. PROPERTY DISPOSAL AND REASSIGNMENT

The disposal of ASI property shall be subject to the following guidelines:

- The property no longer serves the needs of ASI (outdated, no longer utilized, not cost effective to retain, etc.).
- The property is no longer functional or presents a safety hazard and cannot be repaired in a ~~cost effective~~cost-effective manner.
- The property cannot be utilized in another department.

The method of disposal shall be approved by the Executive Director of ASI or designee and may include:

- Donation to a charity or community service organization approved by the ASI Board of Directors.
- Public or private offering sale or auction.
- Assignment to a refuse disposal firm.

To reassign an asset to a different department, the department currently designated as the "owner" must complete the Property Disposal/Reassignment Form. Once completed, the form requires the approval of the Executive Director (or designee) before being submitted to the Finance and Accounting department for processing. To facilitate the physical relocation of the asset, the original owner is responsible for coordinating with the appropriate Facility Director for the asset's new location..

3. NON-CONSUMABLE ITEMS

All non-consumable items purchased with ASI funds shall remain the property of ASI.

Non-consumable items shall be defined as items with a useful life of over one year. This includes any item purchased for the purpose of research that will not be exhausted in the course of the research.

Distribution of Non-Consumable Items

The program or funding council whose funds were used to acquire non-consumable items will work in conjunction with the ASI Board Treasurer to determine where the items will be distributed once the initial purpose, project or research involving the items has been completed. While the final decision as to the distribution of the items remains at the discretion of the program director or funding council chair and the Treasurer, all efforts should be made to reuse the items for another purpose, project or research that is pursuant to the goals and policies of ASI.

At the end of each semester, each program or council will present to the Treasurer a report listing all non-consumable items purchased with ASI funds valued at over \$1,000 during the previous semester. This report should also include information regarding the distribution of each of these items. This report will remain on file in the ASI Accounting Office.

Funded and Funding Councils wanting to purchase non-consumables must receive approval from the Treasurer.

**DATE APPROVED:
DATE REVISED:**

**05/08/2018
04/20/2021**



Policy Concerning Corporate Procurement

Purpose

- The purpose of the policy is to provide guidance over corporate procurement of goods and services to ensure that all risks are effectively managed on behalf of Associated Students Inc. (ASI). This policy outlines procurement guidelines, capital expenditures, contracts, corporate credit cards, purchase orders, corporate travel, and hospitality.



Policy Overview

- Procurement Guidelines
- Capital Expenditures
- Conflict of Interest
- Contracts
- Corporate Credit Cards
- Purchase Orders
- Corporate Travel
- Hospitality
- Financial Reporting



Proposed Policy Updates

1. Conflict of Interest

1. Language moved to its own section as it applies to all procurement and not just purchase orders

2. Delegation of Authority

1. Contract and purchasing authority is governed by the ASI Delegation of Authority Matrix

3. Purchase Orders

1. Outlines how they are processed and purchase order terms.
2. Reducing time from Permanent to 10 years

4. Financial Reporting

1. Outlines monthly review meetings



Questions



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION TO AMEND ASI POLICY CONCERNING CORPORATE PROCUREMENT

Sponsor: Shay Quock, Chair, Finance Committee

WHEREAS, The Associated Students, Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, ASI Policy Concerning Corporate Procurement establishes the standards for the ethical and efficient acquisition of goods and services in alignment with fiduciary responsibilities; and

WHEREAS, a review of the policy and recent internal controls audit identified a need to centralize Conflict of Interest language into its own dedicated section, ensuring these ethical standards apply broadly to all procurement activities rather than being limited to purchase orders; and

WHEREAS, amendments were identified to clarify that contract and purchasing authority is formally governed and restricted by the ASI Delegation of Authority Matrix; and

WHEREAS, further revisions were made to the Purchase Orders section to explicitly outline processing procedures and establish standardized purchase order terms; and

WHEREAS, revisions include incorporating a Financial Reporting section to formalize the requirement for monthly review meetings; therefore, let it be

RESOLVED, ASI approves the amendments to the Policy Concerning Corporate Procurement; and let it be finally

RESOLVED, that this resolution be distributed to the ASI Executive Director, Chief Financial Officer, and applicable ASI departments for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the fifth day of May in the year two thousand and twenty-six.

Chair, Board of Directors

Secretary, Board of Directors

POLICY CONCERNING CORPORATE PROCUREMENT

PURPOSE

The following policy is to provide guidance over corporate procurement of goods and services to ensure that all risks are effectively managed on behalf of Associated Students Inc. (ASI). This policy outlines procurement guidelines, capital expenditures, contracts, corporate credit cards, purchase orders, corporate travel, and hospitality. Corporate procurement is set on an annual budget and capital requests allocations.

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WHO SHOULD KNOW THIS POLICY

- | | |
|---|--|
| <input checked="" type="checkbox"/> Budget Area Administrators | <input type="checkbox"/> Volunteers |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Supervisors | <input type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Students |

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Capital Expenditures	A capital purchase is any purchase of a single item or combination of like items with a total value equal to or greater than \$5,000 and an estimated life of greater than one year.
<u>Delegation of Authority</u>	<u>The formal, structured transfer of decision-making power from senior management to specific employees or roles. It sets clear spending limits based on seniority to improve efficiency, ensure compliance with policy, and maintain internal control.</u>
Encumber	To set aside.
General Provision	Specific minimum terms and conditions to which a contractor must agree in order to provide to ASI.
Hospitality	Hospitality includes the provision of meals or light refreshments, provision of gifts, awards, and promotional materials.
Members	Student leaders and professional staff.
Purchase Order	A commercial document and first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services.
Student leaders	Student representatives on the ASI Board of Directors and the Executive Officers.

STANDARDS

1. PROCUREMENT GUIDELINES

Associated Students Inc. shall follow all procurement guidelines set by the Integrated California State University Administrative Manual (ICSUAM) Section 5000 Contracts and Procurement and CSU Fullerton President Directives.

a. General Restrictions

All procurement purchases include the following restrictions:

- Any Information Technology (IT) equipment must be approved by the CFO before annual budget or capital request allocations.
- Any chemicals purchased must have prior approval by the ASI Director of Building Engineering, who will ensure the purchase adheres to CSUF Environmental Health and Safety's Hazardous Materials Procurement procedures.

b. Limitations

- Firearms, ammunition, alcohol, tobacco, and other items are prohibited by CSU policies and applicable laws and regulations.
- Hospitality or other expenditures for personal celebrations such as birthdays, weddings, showers, anniversaries, Administrative Professionals Day, or other similar non-university- sponsored events.
- Any goods or services not included in the annual budget.
- Any goods or services for personal use.
- Any goods or services not allowable in the CSU system.

See the Business Activities Manual for further guidelines and restrictions not outlined in this policy.

2. CAPITAL EXPENDITURES

Capital expenditures are costs incurred to acquire or construct a capital asset. A capital purchase is any purchase of a single item or combination of like items with a total value equal to or greater than \$5,000 and an estimated life of greater than one year. All capital expenditures approved during the capital request process are subject to ASI Board of Directors approval.

3. CONFLICT OF INTEREST

Business decisions must be made objectively on the basis of price, quality, service, and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts from vendors, suppliers, and customers of more than token value.

a. Scope of Responsibility

This policy applies to all members involved in any stage of the procurement process, including requisition, technical evaluation, selection, and authorization. Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts.

b. Disclosure and Recusal

Should a member have an interest in an organization with whom the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions. Detailed requirements for annual disclosures, the management of identified conflicts, and specific staff training requirements are outlined in the Business Activities Manual (BAM) and the Policy Concerning Conflict of Interest and Fraud.

3. 4. CONTRACTS

Contracts are legally binding agreements and must be signed only by the Executive Director or their designee. ASI contract template may not be used by clubs, organizations, or CSU Fullerton departments due to specific language binding only for ASI and the contracted artist(s), performer(s), or vendor(s). Student clubs or organizations are legal entities under CSU Fullerton through the registration and recognition process.

a. ~~Conflict of Interest~~

~~Business decisions must be made objectively on the basis of price, quality, service, and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts from vendors, suppliers, and customers of more than token value.~~

~~Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with whom the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions.~~

b.a. Artists, Performers, or Vendors

ASI has approved contract templates to be used for vendors, artists and performers that provide a service. The contract outlines specific terms, liability and insurance requirements, and other expectations of the artist, performer, or vendor.

c.b. W-9

The purpose of the W-9 form is to record the tax identification number or social security, along with the name and address of an individual or business that the ASI pays for services rendered. A W-9 must be collected from all entities that receive payments for services rendered. When payments for services rendered are \$600 or more during a tax year it is reported to the Internal Revenue Service (IRS) and a Form 1099-Misc will be issued to the individual or business.

d.c. Independent Contractors

The IRS and California law define independent contractors' status. The CA law passed in 2019 goes further than the IRS guidelines on determining this status. ASI follows the IRS and CA law on independent

contractors.

The CA law requires the application of the “ABC test” to determine if workers in California are employees or independent contractors for purposes of the Labor Code, the Unemployment Insurance Code, and the Industrial Welfare Commission (IWC) wage orders.

Under the ABC test, a worker is considered an employee and not an independent contractor, unless the hiring entity satisfies all three of the following conditions:

- The worker is free from the control and direction of the hiring entity in connection with the performance of the work, both under the contract for the performance of the work and in fact; and
- The worker performs work that is outside the usual course of the hiring entity’s business; and
- The worker is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed.

d. Delegation of Authority

Contractual and purchasing authority is governed by the ASI Delegation of Authority Matrix. This matrix defines the clear roles, responsibilities, and reporting lines for all departments and individuals involved in the procurement process.

The Delegation of Authority Matrix and further details regarding its administration are located in the ASI Business Activities Manual.

Refer to the ASI Business Activities Manual for further details regarding the administration of the ASI-Delegation of Authority Matrix.

4. 5. CORPORATE CREDIT CARDS

Corporate credit cards are assigned only to full-time staff and certain student leaders of the Corporation. Student leaders of the Corporation eligible to be issued, for corporate uses, a credit card include ASI President, Chief Governmental Officer, and Chair of the Board of Directors. Full-time staff may be eligible for a corporate credit card with Department Director approval. Assignment of corporate credit cards must be approved by the ASI Executive Director or designee.

All corporate credit cards shall have an established credit limit that must not be exceeded. Users must submit original receipts by the established monthly deadline to ASI Financial Services. Full-time staff may request an increase in credit limit by submitting in writing the justification to the Executive Director or designee. Failure to submit monthly payment requests with original supporting documentation in a timely manner, or abuse of credit card privileges may result in disciplinary action. The Executive Director or designee will review the list of users and spending limits annually.

a. Prohibited Uses of the Card

The following transactions are prohibited:

- Cash Advances
- All other prohibited uses outlined in this Policy and ASI Business ActivityActivities Manual

b. Termination or Revocation

Failure to comply with this policy may result in temporary or permanent revocation of the corporate credit card. The following are additional reasons a credit card will be revoked:

- Abuse of spending limit
- Outstanding receipts of thirty (30) days or more
- Repeated policy violations

A cardholder who has had their privileges revoked must submit their credit card to ASI Financial Services within twenty-four (24) hours. The Executive Director or designee and respective Department Director are responsible for initiating this process of revocation and reinstatement.

5. 6. PURCHASE ORDERS

Purchase orders (PO) verify that a purchase is authorized and funds are encumbered from an appropriate account to pay the vendor(s) once the goods and/or services have been provided. A PO is provided to a vendor when requested. ~~Purchase orders are required when goods and/or services exceed the guidelines noted in the Business Activities Manual.~~

Purchase orders are processed through the Accounting Software Workflow, with approval levels and fiscal thresholds established in the ASI Delegation of Authority Matrix. Purchase orders are issued through ASI Financial Services.

Standard purchase order terms and conditions are maintained by ASI Financial Services to ensure consistent risk management for all goods and services exceeding guidelines in the Business Activities Manual.

~~See the Business Activities Manual for further guidelines and restrictions not outlined in this policy.~~

~~6.~~ 7. CORPORATE TRAVEL

ASI staff and student leaders may have the opportunity to travel on behalf of the organization. Travel on behalf of the organization shall be undertaken in the most cost-effective manner. All travel must be approved by the Executive Director or designee prior to confirming travel arrangements. All travel arrangements must be administratively reviewed and approved prior to travel to ensure costs are reasonable, commensurate with the area, and consistent with the nature and purpose of the program.

Travel funding provided under this policy cannot be used for or in connection with travel to international destinations outside of the United States or its territories or for travel to states, regions, territories, and/or other destinations prohibited by ASI, CSUF, CSU, State of California, or Federal regulations.

See the Business Activities Manual for further guidelines and restrictions not outlined in this policy. Further details about reimbursement and limitations are outlined in the ASI Procurement Procedures.

~~a.e.~~ Student Leader Travel

All student leaders who travel must complete a Travel Liability Waiver Form prior to departure to comply with CSU Chancellor's Office Executive Order 1041.

Each student leader who travels on behalf of the organization must complete a written report on their experience upon return.

- The written report must be submitted within two weeks of return. The written report should be a minimum of 350 words summarizing the topics, panels, and speakers the student attended sessions for and what the student learned from the sessions and how the information will be brought back to CSUF and benefit the student's organization and campus as a whole.
- The report must be given to the Board of Directors covering the content of the event and how it will benefit ASI and campus as a whole.

~~b.f.~~ Professional Staff Travel

ASI staff members may only travel on behalf of the organization if it is related to the duties of their position and encompasses professional development.

~~7.4.~~ 8. HOSPITALITY

Hospitality must be in accordance with ~~the~~ Chancellor's Office, CSU Fullerton guidelines, and ~~the Business Activities Manual-ASI Procurement Procedures.~~ When purchases are made in accordance with CSU hospitality guidelines the coordinating campus's hospitality form must be completed and retained by ASI Financial Services.

Further limitations are outlined in the ~~ASI Procurement Procedures~~ Business Activities Manual.

Food and beverage expenses for meetings that occur on a regular or frequent basis are not permitted. For infrequent meetings, meals or light refreshments provided in the course of a business meeting must be modest and reasonably priced and receive prior approval from the department director. When a

meeting takes place over an extended period of time and the agenda includes a working meal, justification must be provided in advance detailing that the meal is integral to the business purpose of the meeting.

9. FINANCIAL REPORTING

ASI shall conduct monthly review meetings to assess consolidated financial statements. This process includes verifying financial results against the accounting software trial balance, with all variances investigated and documented.

DATE APPROVED:	04/23/2019
DATE REVISED:	09/22/2020
DATE REVISED:	04/20/2021
	04/23/2024
	11/18/2025
	<u>05/05/2026</u>