



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A Resolution Temporarily Suspending Signature Process Due to Coronavirus Pandemic
Sponsor:**

WHEREAS, The Associated Students Inc., CSUF (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, due to the Coronavirus pandemic, CSU Fullerton President Virjee mandated closure of Associated Students' facilities starting March 16, 2020; and

WHEREAS, this campus closure required Associated Students Inc. staff to telecommute, except essential staff; and

WHEREAS, the campus closure does not allow for students, faculty, or staff to submit hard copies of check and purchase order requests in person, as is the regular procedure; and

WHEREAS, ASI Financial Services staff continue to perform all normal review processes, therefore let it be

RESOLVED, ASI temporarily suspends the required signatures on check requests and purchase orders requests, and accepts requests via email with no signature; and let it be

RESOLVED, ASI temporarily suspends the practice of two wet ink signatures on checks over \$10,000; and let it be

RESOLVED, ASI temporarily suspends these procedures retroactive to March 16, 2020 and will continue until normal campus operations resume; and let it be finally

RESOLVED, that this Resolution be distributed to the ASI Executive Director and applicable ASI departments for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the sixteenth day of June in the year two thousand and twenty.


MARIA LINARES (Jun 16, 2020 16:54 PDT)

Maria Linares
Chair, Board of Directors


Selene Hanna (Jun 16, 2020 17:12 PDT)

Selene Hanna
Treasurer/Secretary, Board of Directors