

# The Financial Policies & Procedures of the Associated Students



## University of California, Santa Barbara

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## **SECTION I: ORIGINS AND DISTRIBUTION OF ASSOCIATED STUDENTS FUNDS**

- A) Each academic quarter, every UCSB undergraduate pays a fee to Associated Students, hereinafter referred to as A.S. This fee supports a wide variety of operations of A.S. that benefit the students of UCSB, the campus, and the surrounding community.

### **CLAUSE 1. DISTRIBUTION**

- A) The A.S. fee is distributed in the following forms:
- 1) **LOCK-IN** – A specific amount of money each student gives to a specific group or organization. There are two types:
    - a. Ballot Initiative: lock-ins voted in by the student body
    - b. Internal/By-Law: lock-ins voted in by the A.S. Senate
  - 2) **BUDGET PROCESS** – Every year, the A.S. Finance Committee will conduct Budget Hearings, and determine how the remaining Associated Students funds shall be distributed amongst various organizations, with the final authority being the President and the Senate.

## **SECTION II: A.S. BUDGET PROCESS**

### **CLAUSE 1. OFFICIAL REGISTRATION**

- A) In order to apply for A.S. funding, the applicant must be an official A.S. organization, and official University unit, or a student group that has been registered through Shoreline. Organizations registered through Shoreline will be referred to as Student Engagement & Leadership organizations, hereinafter referred to as SEAL/OSL organizations.
- a. If registered through Shoreline, the organization must be officially registered for one full academic quarter, starting from the quarter following the group's official registration through Shoreline, before funding can be approved.
  - b. The organization must also be re-registered for each new academic year in order to continue receiving funds.
  - c. The organization must be in good standing with the office of Student Engagement & Leadership.
  - d. If the organization does not fulfill all of the above requirements, it will not receive funding through A.S.

CLAUSE 2. LIMITATIONS OF ASSOCIATED STUDENTS' MONIES

- A) Associated Students does not fund any organization whose membership is contingent upon gender, race, ethnicity, sexual orientation, fellowship, GPA, an individual's faith, or ideological beliefs. This includes groups that use criteria to establish membership (e.g., academic honor societies, political parties, and religious groups). However, at its discretion, A.S. Finance Committee may fund activities sponsored by such groups, provided that attendance to the funded event is open to all UCSB students.

CLAUSE 3. BUDGET PROCESS

A) WINTER QUARTER

- 1) A.S. entities will receive a budget packet from the Financial Operations Office during the first week of the quarter. It will be the responsibility of the organization to fill out the budget packet.
- 2) The packet must be completed and turned in via email by noon, thirty (30) calendar days after the beginning of the quarter. Late packets will not be accepted; however, A.S. Finance Committee may give consideration to late packets only after all on time packets and their respective budgets have received a funding decision.
- 3) Budget Hearings shall occur during the second week of February. During this time, organizations will explain their budget changes and answer questions from the Budget Allocation Committee.
  - a) If an organization with a lock-in fee is asking for over \$150 or more than the amount of their lock-in, they must give a presentation at the budget hearings. Otherwise, lock-in organizations are only required to submit the budget packet.
  - b) University departments that receive A.S. funding shall be required to attend the budget hearing and present their use of such funds. Failure to comply with this regulation forfeits the organization's entitlement to any A.S. funding.
- 4) Allocations shall not be discussed or debated at the budget hearings. After the hearings, Finance Committee shall meet in closed session to formulate a budget and make a recommendation to the A.S. President by the tenth week of Winter Quarter.

B) SPRING QUARTER

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- 1) The A.S. President shall formulate a preliminary budget, based on the recommendations given by Finance Committee, and present it to Finance Committee by the second week of Spring Quarter.
  - a) The A.S. President will present during Finance Committee's regularly scheduled meeting for final discussion and recommendation.
  - b) This preliminary budget is subject to change, based on results of the lock-ins that are on the ballot in the Spring Quarter election.
- 2) The revised budget will be forwarded to Senate by the third week of Spring Quarter. The A.S. President will then forward their final proposed budget to Senate by the fourth week of Spring Quarter.
- 3) The Senate shall turn to the consideration of, and take some action on the budget by the fifth week of Spring Quarter.
  - a) If Senate does not make an approval action on the budget by the sixth week of Spring Quarter, then it will be assumed that the A.S. President's proposed budget is the approved budget for the next fiscal year.

### CLAUSE 4. APPROPRIATIONS VERIFIED AND RIGHTS TO REVOKE FUNDS

- A) The information provided in the Budget Hearings shall be true and verifiable. The organization will use the funds in accordance with the Associated Students Financial Policies and Procedures. The organization shall understand that the Finance Committee, with the final approval from the Senate, may at any time review, reduce, or revoke any allocated funds of any A.S. budget.
- 4) Any A.S. funding the organization has received can be transferred back into the Unallocated account upon a two-thirds (2/3) vote by the Senate.

### CLAUSE 5. PRIORITY FOR FUNDING

- B) Highest priority shall be reserved for all lock-ins mandated by the A.S. Constitution and the A.S. By-Laws, as well as all A.S. Departments and Enterprises that are essential to the operations of A.S.
- C) Second priority shall be reserved for all non-lock-in A.S. organizations.
- D) Third priority shall be reserved for all fixed costs of operation that have not already been allocated funds for and student groups who request Associated Students funding.
- E) Thus, priority for funding shall be determined by the following hierarchical list:

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- 1) Mandatory spending as established by ballot initiative lock-ins or internal funding framework established by the A.S. By-laws.
- 2) All A.S. Departments as follows:
  - a) Department of Administration
  - b) Staff Salaries
  - c) Central Telephone Account
  - d) External Audit
  - e) Main Office
  - f) University Recharges
  - g) Mail Services
  - h) Honoraria
  - i) Bike Shop
  - j) Cashiers/Ticket Office
  - k) Maps and Directory
  - l) KCSB
  - m) Publications
  - n) Program Board
- 3) All other A.S. entities, including Senate and Judicial Council.
- 4) All other campus organizations.

### CLAUSE 6. CRITERIA FOR CONSIDERATION FOR A.S. FUNDING

- A) DIVERSITY: Does the group advance the accessibility of the University to historically underrepresented communities.
- B) GOALS AND OBJECTIVES: The extent the organization has attained its goals and objectives.
- C) CAMPUS SERVICES: The degree the organization reflects students' needs and interests.
- D) COMMUNITY SERVICE: The degree of community service, response of the community, and the success level of the program.
- E) UNIQUENESS: The uniqueness of the event with respect to organizations with similar goals.
- F) MEMBERS: The number of active participants and membership growth rate.
- G) INCOME/ALTERNATING FUNDING: The ability and willingness of the organization to raise alternate funding.



- H) COOPERATION: The cooperation and support the organization gives to Associated Students and the willingness to follow the A.S. Financial Guide, A.S. Legal Code.
- I) CURRENT FUNDING FROM A.S.: Consideration is given to currently funded organizations.
- J) Sections A through I is not a hierarchical list nor is it an exhaustive list. Rather, A.S. Finance Committee and Senate shall consider these criteria holistically and consider any extraneous or situational factors that may contribute to the decision-making process.

CLAUSE 7. OPERATING VERSUS PROGRAMMING FUNDS

- A) At its discretion, the Finance Committee may appropriate funds for programs and events sponsored by any Associated Students entity or any registered (for at least one year) student group, even if that entity is not eligible for an operating budget. (See SECTION III, CLAUSE 2, and SECTION VIII, Clause 2).

**SECTION III: A.S. FINANCIAL STRUCTURE**

CLAUSE 1. A.S. SENATE

- C) A.S. Senate is the legislative branch of Associated Students. It is the elected 25-member council that governs A.S. and meets year-round. All recommendations and motions approved by A.S. The Finance Committee must be given final approval by A.S. Senate. For Senate to open the Finance Committee's minutes and discuss allocations, a majority vote is necessary. To overturn a Finance Committee decision, a 2/3 vote of Senate is required.
  - a. Any recommendations made by the Finance Committee cannot be executed until after Senate's approval.
  - b. Finance Committee motions may be acted upon immediately, given the approval of the Finance Committee Chair. All other motions cannot be executed until after Senate's approval. However, A.S. Senate may still overturn these motions and any action taken on these motions will be null and void.

CLAUSE 2. A.S. FINANCE COMMITTEE

- A) A.S. Finance Committee, formerly known as the Finance & Business Committee prior to Fiscal Year 2025, is responsible for the allocation and supervision of all A.S. funds. A.S. Finance Committee is responsible for:
  - 1) The education and enforcement of the A.S. Financial Policy and Procedures for all A.S. funded organizations;

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- 2) Submission of weekly Finance Committee minutes to Senate for final approval.
    - i. Oral reports and discussions at Senate by the Finance Committee Chair or Vice Chair for the pertaining weekly minutes may be requested by the Senate at any time.
  - 3) Assistance on all financial procedures, including requisitions and other accompanying forms, budget transfers, and event and fiscal planning;
  - 4) Preparation of an annual budget recommendation for the A.S. President;
  - 5) Evaluation of the effectiveness and continuity of A.S. funded organizations;
  - 6) The maintenance of liaison relationships with A.S. funded organizations;
  - 7) Hearing expenditure requests for travel and entertainment.
  - 8) Any reasonable item related to the function of A.S. Finance delegated by Senate after agreement by the Finance Committee Chair and Vice Chair or by a 3/4 vote of the Senate.
- B) A.S. Finance Committee will meet weekly at 4:00 PM on Mondays during the Fall, Winter, and Spring quarters, except for holidays, Finals Week, and the tenth (10<sup>th</sup>) week of the academic quarter. Office hours, email addresses, and liaison groups for all Finance Committee members will be posted on the Finance Committee website: (<https://asfb.as.ucsb.edu/>).
- 1) Finance Committee website information must be updated in a timely manner by the Committee, no later than the second week of an academic quarter.

### CLAUSE 3. OTHER FUNDING SOURCES

- A) Finance Committee website will have information available about other sources of funding within and outside the University.
- B) By-Law Internal Funding Framework
  - 1) Eligibility:
    - a) The following are current programs and services proposed in the Students' Initiative campaign, in addition to the general benefit of students:
      - i) Student Group Culture Weeks and Graduations
      - ii) Student Initiated Outreach

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- iii) Academic Professional Conference Travel Grants
  - iv) United States Students Association Funding (USSA)
  - v) Club Sports Championship Travel Grants
  - vi) Science, Technology, Aerospace, Research and capital (STARK) Fund
  - vii) Senate Unallocated
- b) A.S. Boards, Commissions, and Committees that advance the accessibility and diversity of the University that do not have ballot initiative lock-ins.
- c) All of the Internal Funding Framework shall be allocated under the same policies and procedures governing Associated Students entities regardless of non-A.S. status.

### 2) Creation:

- a) A three fourths (3/4) affirmative vote is required to create an internal fund within the By-Law Internal Funding Framework.

### 3) Modification and/or Removal:

- a) A three-fourths (3/4) affirmative vote is required to modify and/or remove an internal fund within the By-Law Internal Funding Framework.
- b) The following distribution is reflective of the needs of the student body requesting funding over the past five years, prior to the 2022-2023 school year, and is proportional to these needs.
- i) Thirty-nine thousand dollars (\$39,000) of the total A.S. unallocated funds shall be allocated to the Senate Finance Committee to allocate to cultural weeks/months and graduations (such as Black History Month and Lavender Graduation).
  - ii) Twenty-five thousand dollars (\$25,000.00) of the total A.S. unallocated funds shall be allocated to the Senate Finance Committee to allocate to Student Initiated Outreach programs.
  - iii) Twenty-one thousand dollars (\$21,000) of the total A.S. unallocated funds shall be allocated to the Senate Finance Committee to allocate to Academic Undergraduate Professional Conference Travel Grants.
  - iv) USSA has its own lock-in fee that shall be, among other purposes, given out to fund the travel of underrepresented groups in a collaborative effort between the External Vice

President of Statewide Affairs and Finance Committee.  
This process shall be outlined in the legal code under the EVPSA.

- v) Thirty-thousand (\$30,000) of the total A.S. unallocated funds shall be allocated to Senate Finance Committee to distribute to Sports Clubs' championship/invitational type competitions' travel costs and board costs with a cap of three-thousand dollars (\$3,000.00) per team per year.
  - vi) Thirty-five thousand (\$35,000) of the total A.S. unallocated funds shall be allocated to the Senate Finance Committee to distribute to Academic Teams' championship/invitational competitions' travel costs with a cap of five-thousand dollars (\$5,000.00) to any one team per quarter.
  - vii) \$10,000 of the total A.S. unallocated funds shall be allocated to the Senate Finance Committee to distribute to the Science, Technology, Aerospace, Research, and Capital (STARK) fund in order to distribute to student groups that are inclined to the sciences and engineering realm. It will be used to fund student projects that would be donated to the university. There will be a cap of five-thousand dollars (\$5,000) per group.
- 4) Movement of Monies Between Internal Funds Within the Internal Funding Framework
- a) The Finance Committee and Senate shall have the authority to move funds between internal funds within the Internal Funding Framework (other than USSA, given it is a lock-in).
    - i) This should only be done in emergency funding situations OR if a particular fund within the Internal Funding Framework is deemed particularly dormant in a fiscal year as determined by the judgment of the Finance Committee and Senate.
      - I) The fact that certain internal funds within the Internal Funding Framework (e.g. Sports Teams, Culture/Grads) are primarily granted in the latter part of the fiscal year should be kept in mind when making judgments.
    - ii) Such movement between internal funds within the Internal Funding Framework must be approved by a 3/4ths vote of both the Finance Committee and the Senate.

CLAUSE 4. A.S. ADMINISTRATION

- A) A.S. Administration is responsible for processing all paperwork necessary to expend A.S. funds in a timely and reasonable manner. The A.S. Administration is also responsible for keeping a standard system of accounts, records, and books, and to supervise the collection and expenditure of A.S. funds.
  - a. This system must be updated in a reasonable expectation to meet best practices of each fiscal year.
- B) All completed requisitions must be submitted to the A.S. Administration Office, UCen Room 2537 in person or through email. The A.S. Administration Office will acknowledge the receipt of the requisition with a requisition number sent to the submitter's email, regardless of the requisition is submitted in person or through email. The A.S. Administration Office will process requisitions through their system in a timely manner before forwarding them to the A.S. Executive Director for final approval.
  - a. Processing of requisitions by the A.S. Financial Operations team will be guided by Senate Bill 4-701A (A Bill to Establish Clear Guidelines for A.S. Requisition Submissions). This bill, brought in Fiscal Year 2025 by Senator Taylor Iden, and joined by Senator Dan Siddiqui, was approved by the Senate and seeks to improve the efficiency of requisition requests.
- C) All questions concerning an A.S. Funded Organization's account must be directed to the A.S. Administration Office or the A.S. Financial Operations Office.

**SECTION IV: UNALLOCATED FUNDS**

CLAUSE 1. SUSPENSE ACCOUNT

- A) The Suspense Account is the remaining balance at the fiscal year-end, after all fiscal year-end procedures have been conducted and the fiscal year officially "closed."
- B) The Suspense Account is to be placed in the operating budget for the next fiscal year.

CLAUSE 2. UNALLOCATED ACCOUNT

- A) Senate unallocated shall receive a minimum of \$150,000.00 from the A.S. Undesignated Lock-in each fiscal year.
- B) Funds in this account are to be used for any program, event, or activity that is for the benefit, education, or entertainment, and in the best interests of the student body and the campus community. Funds in this account must also follow A.S. Financial Policies and Procedures unless an exception is given by a 2/3 vote of both A.S. Finance Committee and Senate.

- C) Campus departments and graduate organizations shall be funded from this account (e.g. UCSB Library, Political Science Graduate Student Association, etc.).
- D) Finance Committee shall make allocations in accordance with Section 2, Clause 6 of the Financial Policies and Procedures.

**CLAUSE 3. APPLYING FOR FUNDS FROM UNALLOCATED OR SEAL LOCK-IN**

- A) Campus organizations and A.S. entities can apply for funds on the Finance Committee website at (<https://asucsb.fluxx.io>). Funding requests are managed through the Fluxx Grant Management System, and requests should be submitted before Sunday at 4:00 PM PST, prior to the weekly Monday meeting.
- B) Groups must fill out the required information and attach a budget for the event that funds are being requested for.
- C) After some preliminary review, the Chair of the Finance Committee will place the organization's request on the agenda.
  - 1) For agendas, all entities will be placed in the order that the funding requests were received.
- D) A representative from the organization seeking funding must attend the Finance Committee meeting for which the organization has been scheduled and present its request verbally.
  - 1) This representative must be an informed representative with adequate knowledge to answer A.S. Finance Committee questions at the meeting. Failure to send an informed representative may result in the denial of funding on this ground alone.

**SECTION V: A.S. VOLUNTARY FEES**

**CLAUSE 1. PURPOSE**

- A) Under the California Supreme Court decision of *Smith v. Regents*, the University of California cannot compel students to contribute mandatory fees to support lobbying, religious, political, or ideological organizations and activities. Therefore, this pledge system allows students to support these activities through voluntary fees. The collection of the following fees was approved in the Spring 1994 Campus-wide Election.

CLAUSE 2. UC LOBBY CORPS

- A) As a result of *Smith v. Regents* and *Rosenberger* decisions, all lobbying activities outside the University, on behalf of students statewide, can receive funding via a mandatory fee only if there is a refund mechanism available. In addition, funds can be collected through a voluntary fee.
- 1) Funds collected from this voluntary pledge are administered by the UC Student Association and will go directly to lobbying activities on behalf of students.
  - 2) The UC Lobby Corps ensures the preservation of student voice and input in the legislative process.
  - 3) The UC Lobby Corps empowers students to actively take part in the political decision-making process that affects the affordability, quality, and accessibility of higher education in California.

CLAUSE 3. STUDENT ACTIVITIES AND ORGANIZATIONS

- A) As a result of *Smith v. Regents* and *Rosenberger* decisions, certain student activities and organizations (e.g., religious, political, or ideological organizations) can be funded through mandatory fees only if there is a refund mechanism available. In addition, voluntary fees can be used for the continuation of these activities. The Student Activities and Organizations fee is administered through A.S. Finance Committee, with the final funding approval given by the A.S. Senate.

**SECTION VI: REQUIREMENTS FOR USING A.S. MONIES**

CLAUSE 1. LIAISON RESPONSIBILITIES

- A) Under following are the responsibilities of the Finance Committee Members:
- 1) The Finance Committee Members must give a workshop to student groups by appointment.
  - 2) The Finance Committee Member must meet with student groups that contact them regarding their budget request before they come to the Finance Committee requesting funds.
  - 3) If needed, the Finance Committee Member must schedule a meeting to help students with requisition procedures for requesting purchase orders, encumbrances, checks, and transfers.

- 4) The Finance Committee Member should also be available to help student groups with filling out the paperwork for the budget process in the Winter Quarter.

CLAUSE 2. AVAILABILITY THROUGH MAIL SERVICES

- A) Prior to spending any A.S. funds, an organization must be available via an email address. Checks and Purchase Orders will be available for pick-up at the A.S. Cashiers and Ticket Office

CLAUSE 3. AUTHORIZED SIGNERS

- A) There must be a minimum of three (3) Authorized Signers on any A.S.-funded organization's account(s). The organization may have undergraduates and/or advisors as Authorized Signers.
  - 1) An "Authorized Signers Form" is required and must be on file for all A.S.-funded organizations prior to any requisitions being processed or expenditures approved.
  - 2) Organizations receiving Unallocated funds during the course of the academic/fiscal year must register and have Authorized Signers on file prior to requesting funds, or it shall be subject to revocation.
    - a) Any allocation revoked will be transferred to the Unallocated Account.
  - 3) In order to become an Authorized Signer, the group must attend a mandatory A.S. Financial Workshop, held by a Finance Committee Member.
    - a) The workshops will be given during Finance Committee Members office hours, which will be posted on the Finance Committee website (<https://asfb.as.ucsb.edu/>).
    - b) After completing the Workshop, the "Authorized Signers Form" form will be filled out and submitted to A.S. Administration.
    - c) Authorized Signers workshops are only valid during the fiscal year they were completed.
- B) For Student Organizations only, the Finance Committee members may, at the request of the organizational head, become authorized signers on a student organization's A.S. account in order to process requisitions more quickly. In addition, the A.S. President is a signer on all A.S. accounts and shall make the final determination as to who shall become Authorized Signers.



CLAUSE 4. CONTRACTS/SPEAKER'S FEES

- A) If the organization plans on paying a speaker or band a fee for performing at an event, the requisition turned into the A.S. Administration Office must be accompanied by a signed contract. Otherwise, A.S. funds will not be approved to pay the performer before the performance.
- 1) The contract and requisition must be submitted to the A.S. Administration Office a minimum of two (2) weeks prior to the scheduled event.
  - 2) It must be filled out completely and accurately (e.g. name, address, Social Security Number, and signature of the contracted individual, and the date, time, and place of the event, etc.).
  - 3) The A.S. Executive Director must sign all contracts before A.S. is legally bound to the performer. No payments will be made to the performer until the performance contract is signed.
  - 4) If the organization wishes to CO-SPONSOR a speaker with another organization:
    - a) Only one contract should be signed with one of the organizations and the speaker/performer, and a co-sponsorship contract signed by the other organization.
    - b) Questions on specific policies concerning co-sponsorships should be directed toward the A.S. Finance Committee Chair or the Associate Director for Student Programming (or most appropriate student leader/staff member).
    - c) No one who is eligible to receive an Associated Students Honorarium, no matter how small, may receive a speaker's contract fee.

CLAUSE 5. PUBLICITY REQUIRED FOR A.S. FUNDING

- A) All publicity printed with Associated Students' funds must identify Associated Students in the following way: "FUNDED BY ASSOCIATED STUDENTS." or "FUNDED BY A.S. FINANCE COMMITTEE" with the use of the Finance Committee logo.
- 1) If a certain A.S. entity funds an event, the group sponsoring the event may choose to list all of the A.S. sponsors individually, but it is not necessary (e.g. "Funded by A.S. SCORE, A.S. CAB, A.S. Program Board, A.S. Finance Committee, etc.).

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- 2) This sign of sponsorship is required on ALL programs, signs, advertisements, posters, handbills, banners, and any promotional material.
- 3) A warning will be given upon first violation of this requirement.
  - a) A \$30.00 fine may be levied upon a two-thirds (2/3s) vote of the Finance Committee, with the money going back into Unallocated if this policy is violated a second time.
  - b) The organization's entire A.S. budget allocation may be transferred into Unallocated upon a two-thirds (2/3s) vote of Finance Committee if this policy is violated a third time.
- 4) The organization must be notified by email before any actions take place so its members may attend the meeting when the sanctions will be considered.

### CLAUSE 6. FOOD EXPENDITURES

- A) Associated Students believes the appropriate use of food is for activities aimed at recruiting new members in the organization. With the exception of A.S. entities, each organization will be limited to a \$1,000.00 expenditure per year on all food related items.
  - 1) No allowance on food, venue rentals or other related expenditures will be given for: expenses related to off-campus special events (excluding Isla Vista), banquets, picnics, and off-campus social activities

### CLAUSE 7. T-SHIRTS

- A) Associated Students believe the appropriate use of A.S. monies regarding t-shirts is for awareness campaigns only. Awareness campaigns are defined as an event that brings knowledge of, understanding of, or recognition of, to an issue directly related to the organization. All t-shirt requests must ensure that the t-shirts are made sweatshop free in order to receive funding.
  - 1) No monies shall be allotted to uniforms.

### CLAUSE 8. TRAVEL ACCOUNTABILITY

- A) All travel costs (except for mileage allotments) must be accounted for with original itemized receipts stating exactly what was purchased.
- B) Within one (1) week of returning from travel, these original receipts must be submitted to the A.S. Administration office.
  - 1) The traveler should retain one copy of each receipt.

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- C) If the travel occurs during a vacation period these receipts will be required within the first four (4) days of the next quarter.
- D) All pre-approved funds which were unused must be returned to the A.S. Administration Office within four (4) academic days; if these deadlines are not adhered to, A.S. reserves the right to bill the individual (or organization) responsible.
- E) If the travel costs exceed the amount budgeted, then the individual (or organization) shall be billed for those additional costs. A. S. will bill the individual's or organization's PERM Number through the UCSB BARC office.
- F) A.S. shall not fund travel for personal, or social related purposes.
- G) A copy of the conference announcement [with the completed A.S. Requisition(s)] must be submitted to Finance Committee for approval in advance of proposed travel.
  - 1) Even if a group already has money budgeted in their travel category, travel approval must be obtained from Finance Committee, except for the following two groups: KCSB and Program Board.
    - a) These two groups MUST send an email to the chair relaying the following information: date, time, location of the event, number of people attending, mode of transportation, length of travel, etc. Staff travel, in accordance with University procedures, is under the direction/approval of the A.S. Executive Director, provided that consultation with the A.S. President has occurred. All travel must pertain to official University or A.S. business.
- H) A.S. elected and appointed officers need only to request approval from the Executive Director to utilize funds that have already been allocated if the travel pertains to fulfilling duties listed in the A.S. Legal Code. If there are not sufficient funds already allocated, then funding must be secured before the Executive Director can approve the travel.
  - 1) If there are not sufficient funds already allocated, the most an A.S. elected or appointed officer may request from Finance Committee is \$5,000.00.
  - 2) In addition, travel approval for sporting event play-offs may be requested from the A.S. Executive Director and/or the A.S. Finance Committee Chairperson where there is not sufficient time to attend a Finance Committee meeting prior to the play-offs.
- I) Mode of Transportation and Mileage Costs:
  - 1) An individual may travel by plane, train, bus, or car. If he/she is going to travel by private car, the car must have insurance covering it, which conforms

to U.C. Policy #7525. Before the organization can travel by private vehicle, a current certificate of the insurance on the vehicle that shows the limits of the coverage must be on file in the A.S. Administration Office. When using a private vehicle, the organization may requisition for an allotment of \$0.70 cents per mile for mileage costs.

- a) If the organization plans to use a University vehicle, please see the section on “Transportation Services.”
- b) The reimbursement rate for driving an automobile in connection with a move or relocation will remain 21 centers per mile. (Note that reimbursements for moving-related expenses, including mileage, are considered taxable wage income as of January 1, 2018).

J) Conference Fees

- 1) Associated Students will pay conference fees, provided that they are reasonable in relation to the number of people attending the conference and to the benefit which attendance at the conference will bring to the A.S.-funded organization or to Associated Students.
- 2) A conference announcement or registration form must be included with your completed A.S. Requisition and Travel Request Form, showing:
  - a) the conference location,
  - b) the conference dates,
  - c) a detailed outline of conference activities,
  - d) the total fees for the conference.

K) Per Diems:

- 1) Per diems may be granted for travel on Associated Students business at the following current rates per twenty-four (24) hour period:
  - a) Rates per person:
    - i) Breakfast \$20.00
    - ii) Lunch \$25.00
    - iii) Dinner \$30.00
    - iv) Total Food Per Diem \$75.00

- b) Breakfast may not be claimed for trips starting after 10:00 am that day; dinner may not be claimed for trips ending before 6:00pm that day.
- 2) Per diems will be modified or withheld if conference fees include meals or lodging, or if designated “high cost” areas are approved by the Finance Committee. When traveling under twenty-four hours, the traveler can be paid a partial per diem as follows:
  - a) 03-12 hours 1/4 authorized per diem (\$30)
  - b) 13-17 hours 1/2 authorized per diem (\$60)
  - c) 18-22 hours 3/4 authorized per diem (\$90)
  - d) 22-24 hours full amount authorized per diem (\$120)
- 3) In individual cases, the Finance Committee possesses the authority to adjust these figures depending upon conference fees, hotel rates, and other factors. Per diems are issued in advance upon completion and processing of A.S. Requisition and Travel Request forms. Allow sufficient time to receive necessary Finance Committee approval and for processing by A.S. Administration Office.

CLAUSE 9. ENTERTAINMENT

- A) Associated Students Executive Officers may request funds to entertain a guest of Associated Students. Under special circumstances, as determined by the Finance Committee. Senate members and chairs of Associated Students Boards and Committees may request this privilege. A guest of an A.S. host must hold an office, which pertains directly to legitimate A.S. business, which will be discussed during the proposed meeting at which entertainment will be provided.
- B) In accordance with University policies and Article XIX, Section 3 of the Associated Students Legal Code:
  - 1) NO funds may be used to purchase alcohol, tobacco, and other paraphernalia.
  - 2) An A.S. host is allowed to entertain one guest. In special circumstances, a host may be allowed to entertain up to three guests.
  - 3) At no time will more than two hosts entertain collectively.
  - 4) At no time will more than three guests be entertained collectively, regardless of the number of hosts.

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- 5) At no time will more than five people use entertainment funds at one sitting.
  - 6) No A.S. official may use entertainment funds after his/her term of office has ended.
  - 7) No A.S. funds will be used to entertain outside of the Santa Barbara area.
- C) No entertainment funds will be used to lobby for personal gain at any time. This limitation will be reviewed carefully by the Finance Committee during Associated Students campaign periods, which involve either host or guests as candidates. It will also be reviewed when political figures are guests of an A.S. host.

### CLAUSE 10. AWARDS

- A) No Associated Students funds shall be spent on awards, scholarships, trophies, gifts, rebates, party materials, or personal items without the prior approval of the Finance Committee.

### CLAUSE 11. BUSINESS CARDS

- A) All business card orders for elected and appointed A.S. officers may be placed through the A.S. Main Office, using funds from the respective account.
- 1) All cards are to be based on the standard University format on white paper stock with the blue University logo in the upper left-hand corner of the card and lettering in black.
  - 2) It is recommended that all card orders are placed through Central Stores.
    - a) If non-Central Stores vendors are used, half of the cost of the order or \$20, whichever is less, is to be encumbered from the respective account, and the remainder of the cost is to be reimbursed by the purchaser.
- B) Personalized A.S. Business Cards:
- 1) A.S. Executive Officers (A.S. President, Internal Vice-President, Vice-President for Local Affairs, and Vice-President for Statewide Affairs), Senate, the State Affairs Organizing Director (SAOD), the Chief Compliance Officer (CCO), and the Finance Committee Chair are eligible to encumber A.S. funds for personalized A.S. business cards (i.e., the person's name, e-mail address, etc.).
  - 2) Orders must include the effective year the person's position in A.S. All other A.S. boards and committees are ineligible to encumber A.S. funds for personalized business cards, unless approval from Finance Committee has been obtained.

- a) This does not prohibit members to purchase their own personal cards, it just does not allow them to use Associated Students funds to purchase them.
- b) Each member of the Senate shall pay half of the cost, and the other half shall come from the contingent fund of the Senate.

C) Generic A.S. Business Cards:

- 1) All other boards and committees are eligible to encumber A.S. funds for generic business cards.
- 2) In lieu of personalized information on the card, blank spaces with lines will be used to permit the user to write in their name, email address, etc.
  - a) It is not necessary to include the effective year on the generic cards.

CLAUSE 12. INVENTORY

- A) All organizations using equipment valued at \$5,000.00 or more that has been purchased with A.S. funds will report their inventory twice a year to the A.S. Administration office.

CLAUSE 13. CAPITAL RESERVE EXPENDITURES

- A) Capital Reserves are Associated Students monies that have accumulated from prior years.
  - 1) They are used to ensure the long-term stability of the Associated Students. The funds are invested by the A.S. Executive Director and the A.S. Investment Advisory Committee.
  - 2) Reserves can be spent in the following ways:
    - a) Inflation adjustment for reserves, one-time projects, equipment purchases, facility renovation, start-up costs for new A.S. businesses, and new projects.
- B) The Investment Advisory Committee will review the request and then prepare a report for the Senate and the A.S. Executive Director that analyzes the impact that such expenditures would have on Capital Reserves.
  - 1) Capital Reserves expenditures are approved by a three-fourths (3/4) vote of Senate, with a recommendation from the Finance Committee, A.S. Investments Advisory Committee, and authorized by the Executive Director.

CLAUSE 14. CAPITAL IMPROVEMENTS EXPENDITURES

- A) Capital Reserves shall be funded as a line item during the budget process. It will be used for:
- 1) Equipment purchases, start-up costs for programs, and new business services;
  - 2) One-time expenses to improve an existing program or service;
  - 3) Facility-renovation or improvements;
  - 4) One-time unexpected or unbudgeted needs of Associated Students.
- B) Requests for funds should be submitted to the Finance Committee, which shall forward a recommendation to Senate upon a two-thirds (2/3s) vote.

CLAUSE 15. UNAUTHORIZED DEBTS

- A) In accordance with Article IV, Section 1, General Policies A.S. disclaims any and all responsibility for debts incurred by any person or organization whatsoever that is not contracted under the authorization of the Senate and directed and managed by appointees of the Senate.

CLAUSE 16. DEFICITS

- A) In accordance with Article IV, Section 1, General Policies deficits will not be permitted without official prior approval from the Finance Committee and Senate.

CLAUSE 17. POST-EVENT OBLIGATIONS FOR FUNDRAISING EVENTS

- A) A written summary of the organizations' fundraising event must be sent to the chair of the Finance Committee within two (2) weeks after an event is held. This summary must include:
- 1) Amount of funds used;
  - 2) Number of UCSB students in attendance;
  - 3) Total amount of people in attendance;
  - 4) Amount donated and organizations money was donated to if any.

SECTION VII: LIMITATIONS ON EXPENDITURES OF A.S. FUNDS



CLAUSE 1. POLICY ON EXPENDITURES

- A) All funds derived from any activity budgeted by Associated Students allocations shall be deposited promptly into the proper Associated Students account.
- B) No Associated Students funds may be spent on gifts, parties, entertainment, dances or any other personal expenditures.
- C) Associated Students funds shall be spent in accordance with Campus Regulations.
- D) No monies allocated to groups, including lock-ins, shall be used for the purpose of loans to individual members of that group or to any other organization(s) with which the group does business.

CLAUSE 2. LIMITATIONS ON EXPENDITURES

- A) Non-A.S. organizations are prohibited from using A.S. funds for the following purposes:
  - 1) SEAL/OSL registration fee;
  - 2) Publicity Bonds;
  - 3) Awards, trophies, gifts, scholarships for individuals;
  - 4) Personal items (including, for example, costumes);
  - 5) Equipment;
  - 6) Food expenditures (over \$1,000.00 allotment);
  - 7) Per diems;
  - 8) Expenses related to off-campus special events (excluding Isla Vista and Goleta State Beach), such as banquets, picnics, and other off-campus social activities;
  - 9) Travel for student organizations;
  - 10) Expenses relating to students attending conferences outside of UCSB.
- B) However, limitations can be reconsidered at the discretion of the Finance Committee. Reconsideration will take place if the campus organization's mission statement or purpose revolves around any of the listed items above. A 2/3 vote by Finance Committee is required to allow for restricted purchases.

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- 1) For example, a cooking organization should not be restricted by the \$1,000 food allotment limit and a film organization should not be restricted from purchasing equipment such as cameras and microphones.
- 2) If an organization is approved for purchasing equipment, they are required to have a viable storage and maintenance plan

### CLAUSE 3. PURCHASE ESTIMATE POLICY

- A) For purchases, over \$1,500.00 from any vendor, estimates must be provided from at least two different vendors with a funding request, along with a rationale of choice for the chosen vendor.

### CLAUSE 4. ONE-TIME EXCEPTIONS

- A) Once a year, per organization, the Finance Committee may, at its discretion, make an exception to the Associated Students Financial Policies and Procedures by a two-thirds (2/3s) vote of the board.

- 1) A.S. BCUs may request more than one exception for any given fiscal year.

### CLAUSE 5. A.S. FUNDS POLICIES

- A) Deficits in any budget shall not be permitted without official approval of the Finance Committee and authorization of the Senate, in accordance with Section VI, Clause 16.
- B) All gifts and rebates received by the Associated Students must be approved in advance by the Finance Committee.
- C) All of A.S. and A.S. groups are required to buy and use at least 20% post-consumer copy paper for duplication when using A.S. copy machines and laser printers, and when using A.S. Publications (when using white paper). All A.S. and A.S. groups are required, when applicable, to photocopy double-sided.
- D) Purchase Guidelines: For purchases amounting over \$5,000 that are made from Associated Students funds which are made through any vendor, the following requirements shall be met prior to making said purchase or entering into an agreement (verbal or written) to make said purchase:
  - 1) Two quotes shall be obtained, each from different vendors, for identical or similar products. All quotes shall include shipping, handling, tax, and any additional expenses.
  - 2) The person(s) making said purchase shall justify the uniqueness of the product if it is more expensive than another, yet only slightly different than a similar item.

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The person(s) making said purchase must provide written proof in the form of a purchase estimate form attached to a requisition to A.S. Administration.

- 3) The purchase estimate form shall include a reminder that resources are available which index businesses owned or staffed by women and minorities.
  - 4) The purchase estimate form shall also be attached to budget requests for Finance and Business Committee, when the funds being requested are to be applied to a purchase over \$5,000.00.
- E) **BOYCOTT OF CALIFORNIA TABLE GRAPES:** No Associated Student funds shall in any way be used to purchase, order, or promote California table grapes from UCen Catering, Dining Services, and any other institution, on or off campus, affiliated with the distribution of California table grapes. This boycott shall remain effective until such time as Senate determines an end by appropriate legislation.
- F) **BOYCOTT OF R&P PRINTING:** No Associated Students funds shall in any way be used to purchase, order, or promote products that are from R&P Printing. This Boycott shall remain effective until such time as Senate determines an end by appropriate legislation.
- G) **BOYCOTT OF CONQUEST STUDENT HOUSING:** No Associated Students funds shall in any way be used to endorse, promote or benefit Conquest Student Housing or its subsidiary companies. This boycott shall remain effective until such time as Senate determines an end by appropriate legislation.

### CLAUSE 6. FUNDING CAPS

- A) Not including funds from Internal Lock-ins, any single organization is limited to a maximum funding of 10% of the A.S. Unallocated fund over the course of a year. No organization shall receive more than 10% of the designated quarterly Unallocated fund for a single event.

### CLAUSE 7. SPECIFIC EXCEPTIONS TO A.S. FINANCIAL POLICIES

#### A) Travel

- 1) **Definition:** Travel expenses include costs associated with transportation, lodging, meals, and incidental expenses related to official UCSB/A.S. business, such as attending conferences, meetings, or events that provide direct benefits to UCSB students.
- 2) **Criteria for Consideration:**
  - a) Travel must directly relate to UCSB/A.S. business or activities that offer tangible benefits to UCSB students.

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- b) Prior approval from the Finance Committee is required.
- 3) Restrictions:
- a) Non-business-related or personal travel is not eligible for funding.
  - b) Airfare is limited to economy or coach class unless exceptional circumstances justify business class (e.g., long-haul international flights).
- 4) Documentation:
- a) Detailed travel itineraries, conference announcements, and pre-approved requisitions must be submitted.
  - b) Itemized receipts for all travel expenses (lodging, meals, transportation) must be submitted within two months of return.
  - c) For private vehicle usage, proof of insurance under UC Policy #7525 is required, along with mileage logs.
- 5) One-Time Exception:
- a) A.S. BCUs may apply for more than one exception if the travel request exceeds standard allowances or involves exceptional circumstances, provided the event justifies the additional costs.

### B) Food

- 1) Definition: Food expenditures include the purchase of meals and beverages for A.S.-sponsored events or meetings that support student engagement and recruitment efforts.
- 2) Criteria for Consideration:
  - a) Food expenses must be tied to events that actively engage students or contribute to officially sanctioned A.S. activities.
- 3) Restrictions:
  - a) An annual cap of \$1,000.00 per organization.
  - b) Expenditures for social gatherings, off-campus events (excluding Isla Vista), and banquets are not covered.

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c) Per-person limits are set at \$10.00 for refreshments, \$14.00 for breakfast, \$25.00 for lunch, and \$42.00 for dinner).

4) Documentation:

a) Itemized receipts must be provided, and missing receipts require submission of a Declaration of Missing Evidence form.

b) Oral justification at a Finance Committee meeting is required.

5) One-Time Exception:

a) RCOs that exceed the \$1,000 cap may apply for one-time exceptions for food expenditures that support critical events.

### C) Merchandise

1) Definition: Merchandise includes promotional items such as t-shirts, bags, and pens, purchased for the purpose of raising awareness about A.S. events, campaigns, or initiatives.

2) Criteria for Consideration:

a) Merchandise must align with the organization's mission and be used to promote A.S. campaigns or events.

3) Restrictions:

a) Uniforms or apparel that do not serve a promotional purpose are not eligible for funding.

b) Merchandise must be produced in ethical, sweatshop-free environments.

4) Documentation:

a) Receipts, supplier details, and proof of ethical production must be provided.

b) A statement explaining the educational or promotional purpose of the merchandise is required.

5) One-Time Exception:

a) A.S. BCUs may request more than one exception for merchandise purchases that exceed standard limits, if there is a justifiable need.

D) Contracts

- 1) Definition: Contracts with external entities for services such as hiring speakers or performers must directly support UCSB/A.S. business activities.
- 2) Criteria for Consideration:
  - a) Contracts must provide clear benefits to UCSB students.
  - b) All contracts must be reviewed and approved by the A.S. Executive Director and the Chief Compliance Officer.
- 3) Restrictions:
  - a) Contracts must comply with UC and UCSB procurement, insurance, and liability policies.
- 4) Documentation:
  - a) Contracts must outline the scope of work, deliverables, costs, and timelines, and must be submitted at least two weeks before the event.
- 5) One-Time Exception:
  - a) A.S. BCUs may apply for multiple exceptions when unique services or high-budget contracts are essential to a major A.S. event.

E) Health and Safety

- 1) Definition: Expenses necessary for the health and safety of participants at A.S. events, including first aid kits, sanitization supplies, or security.
- 2) Criteria for Consideration:
  - a) Health and safety measures must be essential for the event's safe operation.
- 3) Restrictions:
  - a) Only essential items are covered, and expenditures must be proportionate to the event's size.
- 4) Documentation:

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- a) Receipts and justifications for each safety-related purchase must be submitted.

### 5) One-Time Exception:

- a) A.S. BCUs conducting Large-scale events requiring extensive health and safety measures may request multiple exceptions for exceeding standard budgets.

## F) Retroactive Reimbursements

- 1) Definition: Retroactive reimbursements cover expenses incurred without prior A.S. approval under exceptional circumstances.

### 2) Criteria for Consideration:

- a) Reimbursements are only considered for essential expenses that could not be anticipated.

### 3) Restrictions:

- a) Retroactive reimbursements require stringent review and approval by a two-thirds vote from both the Finance Committee and the Senate.

### 4) Documentation:

- a) Itemized receipts and a detailed explanation of the circumstances must be submitted.

### 5) One-Time Exception:

- a) A.S. BCUs may apply for multiple exceptions for retroactive reimbursements, provided the expenses are justifiable.

## G) Decorations

- 1) Definition: Decorations used for A.S.-sponsored events to enhance the atmosphere, such as banners and table settings.

### 2) Criteria for Consideration:

- a) Decorations must contribute to the event's objectives and must align with A.S. values, such as sustainability.

### 3) Restrictions:

- a) Expenditures must be modest, avoiding non-essential or luxury items.
- 4) Documentation:
  - a) Receipts and a justification for how decorations contribute to the event must be submitted.
- 5) One-Time Exception:
  - a) A.S. BCUs may apply for multiple exceptions for retroactive reimbursements, provided the expenses are justifiable.

**CLAUSE 8. MISSION STATEMENT ADHERENCE**

- A) The University of California (UC) issued a memorandum titled: “BFB-BUS-43: Purchases of Goods and Services; Supply Chain Management.”
- B) Members of the Association are required to fill out the Procurement Policy + Mission Statement Adherence Document when conducting procurements which may fall under the scope of “BFB-BUS-43: Purchases of Goods and Services; Supply Chain Management.”

**SECTION VIII: A.S. FUNDRAISING GUIDELINES**

**CLAUSE 1. GENERAL FUNDRAISING GUIDELINES**

- A) Fundraising events must be approved by the SEAL/OSL (in the case of Registered Campus Organizations) or by the Associated Students Executive Director (in the case of Associated Students programs/events).

**CLAUSE 2. A.S. FUNDRAISING GUIDELINES**

- A) A.S. boards, committees, commissions, and councils may use University facilities to raise funds on campus when they are financially accountable and in compliance with the following definitions and regulations.
  - 1) The funds raised using campus facilities may not be used for any illegal purposes and must be consistent with the stated purpose of the sponsoring organization.
  - 2) When a University facility or grounds is used for an event, the sponsoring organization shall pay and/or encumber beforehand all pre-established program costs (ex. facility use, production costs, equipment rental fees, etc.).



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- 3) All funds raised must be deposited in an Associated Students account and may be withdrawn in accordance with the original fund-raising purposes only after all the bills incurred during the event have been paid.
- 4) All ticket sales must be coordinated through the Associated Students Administration Office.
- 5) The University reserves the right to investigate financial records of an organization that has been allowed to raise funds on campus to determine if the funds are being used for the purpose for which they were raised.
- 6) In the event that a fundraiser loses money, the sponsoring organization remains liable for covering all costs incurred by the activity.
- 7) Digital payments, including services such as Venmo, PayPal, and Square may not be used for collecting funds for fundraisers.

### CLAUSE 3. PROCEDURES FOR COMPLETING THE REQUIRED FUNDRAISING PAPERWORK

- A) Meet with an A.S. Finance Committee member to discuss fundraising rules, regulations and procedures.
- B) Fill out the Fundraising Planning Guide.
- C) Explore Co-sponsorship possibilities before approaching Finance Committee for funding.
- D) Fill out a Fundraising Contract and submit to A.S. Executive Director for approval. (Allow 48 hours for review and approval).
- E) A Finance Committee liaison will be assigned to the entity to monitor the fundraising activity.
- F) At the conclusion of the fundraising activity, a written report must be filed with A.S. Administration

### CLAUSE 4. PHILANTHROPIC FUNDRAISERS

- A) All funds must be deposited into an A.S. account for holding and will be forwarded to the charitable recipient by A.S. Administration, with the A.S. Ticket Office acting as sole vendor for all sales resulting in revenue to be donated (i.e. tickets for admission, entry fees into sports competitions, etc.). This includes “At the door” ticket sales. A.S. will not fund anything over the actual amount of the charitable contribution.

## **SECTION IX: USING A.S. FUNDS – THE A.S. REQUISITION**

### **CLAUSE 1. REQUISITIONS**

- A) Requisitions are used to obtain Purchase Orders, cash advances, and checks and to process journal entries (transferring money from one A.S. account to another), thus allowing an organization to access its A.S. funds. Before spending any A.S. funds, a requisition must be filled out, turned in to the A.S. Administration, UCen Room 2537, and the expenditure must be processed and approved before any funds can be spent. (Final approval bears the A.S. Executive Director's signature.) Requisitions for A.S. checks take approximately 7-10 business days. Therefore, it is best to plan in advance .

### **CLAUSE 2. ESTIMATES**

- A) Receipts and other documentation of purchase (i.e., invoice) must be attached to the requisition prior to the time when the requisition is submitted to the A.S. Administration Office.

## **SECTION X: PURCHASE ORDERS**

### **CLAUSE 1. USE OF A PURCHASE ORDER**

- A) A Purchase Order is used when there is something specific to buy from a merchant or a vendor, or if money in the organization's account is set aside (i.e., an encumbrance) for an expenditure that is anticipated in the future, such as advertising and copying costs.
- B) A Purchase Order is Associated Students' promise to pay for approved purchases. The money is committed for a specific purpose, and until the organization releases that money (pays the bill and/or liquidates the encumbrance) it is not available for any other purpose. It is the most efficient way of using A.S. funds

### **CLAUSE 2. PROCESS TO FILL OUT AN A.S. PURCHASE ORDER**

- A) A requisition needs to be filled out before a Purchase Order is valid; HOWEVER, before a Purchase Order can be filled out, it is advisable to find out which vendors will accept Purchase Orders from Associated Students.
- 1) Most local and on-campus vendors will accept A.S. Purchase Orders.
  - 2) Each of these vendors may have their own requisition forms, which need to be completed and submitted to A.S. Cashier's along with the A.S. Requisition. Specific instructions and examples for on-campus vendors are given in the upcoming sections.
- B) The cost needs to be estimated. Ask for a complete figure including tax, shipping costs, and discounts (if applicable).

- 1) The cost is “Total Price” on the requisition.
  - 2) Make sure the P.O. is approved (see previous section) and that a signed copy of the P.O. has been received by the vendor before the item is bought. When you give the merchant the Purchase Order, the bill will be sent to the A.S. Administration Office for them to pay from the organization’s account.
- C) All Purchase Order requisition forms must have invoices attached, or if digital, printed as an email and attached to the requisition form.

CLAUSE 3. WHAT HAPPENS TO THE PURCHASE ORDER? WHERE WILL IT GO?

- A) If the Purchase Order is to be mailed, make sure to indicate this in the box in the lower right-hand corner of the requisition.
- B) If the Purchase Order is to be picked up, indicate this in the same location. It is also important to include the name and telephone number of the person who will be picking up the Purchase Order, at the A.S. Cashier’s Office, UCen Room 1535.
- C) If these details are accidentally left unmarked, the signed copy of the Purchase Order will be mailed directly to the vendor, either by U.S. mail or campus mail.
- D) It is the organization’s responsibility to follow up on all Purchase Order requests.

CLAUSE 4. TYPES OF PURCHASE ORDERS

- A) There are two types of Purchase Orders:
- 1) CLOSED PURCHASE ORDER – Closed Purchase Orders are for a specific or one-time expenditure, to be used for a specific item or event.
    - a) Examples: Renting equipment from Instructional Development.
  - 2) OPEN PURCHASE ORDER – Open Purchase Orders are for running an account with a vendor. This allows for a purchase for an extended amount of time.
    - b) Examples: Setting up a copying account with A.S. Publications Services.

CLAUSE 5. AVAILABILITY

- A) A Purchase Order takes a minimum of 7-10 business days to process; however, it is highly recommended that the organization check their e-mail the day after the requisition is turned in, just in case it cannot be processed for some reason.

## **SECTION XI: CASH ADVANCES AND CHECKS**

### **CLAUSE 1. USE OF A CASH ADVANCE AND CHECK**

- A) A check is used either to pay someone for their services (i.e., a contract or speaker's fees) or to purchase an item (such as a newsletter subscription) for which a Purchase Order might not be appropriate. A cash advance shall have the same use as a check, except for larger amounts/purchases.
- B) For all cash advances and check requisitions, you must include the name and full address of the person to whom the check is to be made payable. All documentation must be attached (e.g., a signed performer's contract) before a check will be issued. If no documentation is attached, the requisition will be returned, and an e-mail message will be sent to the originator to pick up the requisition.
  - 1) Note: Should a check be requested by a person or entity who is indebted to Associated Students (for an outstanding cash advance, excessive phone use, etc.), the payee must first go to the A.S. Cashier's to repay the indebtedness before the check will be released.

### **CLAUSE 2. WHAT HAPPENS TO THE CHECK? WHERE WILL IT GO?**

- A) Fill out the lower right-hand corner of the requisition to indicate what the A.S. Administration Office should do with the check. If the check is to be mailed, make sure to indicate this to the A.S. Administration Office. It is also important to include the name and telephone number of the person who will be picking up the check when submitting the requisition.
  - 1) The person picking up the check can be someone other than the person to whom the check is made out. Whoever picks up the check should take some identification with him/her as it must be provided for the check to be given out.
  - 2) It is the organization's responsibility to follow up on all check requests.

### **CLAUSE 3. AVAILABILITY**

- A) If a check is to be made payable to a speaker or performer for their services, the organization must have an "Associated Students Performance Agreement Form" filled out correctly, including the performer's social security number, signed by the speaker or performer (or representative) and turned in to the A.S. Cashier's Office two weeks prior to the performance if the performer wants to be paid at the event. When the signed contract and the requisition for the check to pay the performer has been approved by the Executive Director, the A.S. Administration Office will process the paperwork. Checks are available for pick-up at the A. S. Cashier's/Ticket Office but allow for a 48-hour turnaround time for all paperwork.

## **SECTION XII: JOURNAL ENTRIES AND BUDGET TRANSFERS**

### **CLAUSE 1. USES OF A JOURNAL ENTRY**

- A) A journal entry is used when transferring funds from one organization's A.S. account into another organization's account. This is done by marking the box "Journal Entry" on the requisition, writing the account name, number and category into which funds will be transferred in the space entitled "Payable to." If there is a transfer of more than \$500.00, in any seven-day period or for any given event, it must be approved by Finance Committee.

### **CLAUSE 2. PAYMENT FOR A.S. SERVICES BY GROUPS USING THEIR A.S. FUNDS**

- A) Groups wishing to use an A.S. service (such as the A.S. Publications Service) encumber for it by filling out a requisition for a Journal Entry.

## **SECTION XIII: HOW TO REQUISITION FOR ON-CAMPUS SERVICES**

### **CLAUSE 1. PROCESS**

- A) There are a number of on-campus departments that have their own set of paperwork/requisitions that need to be filled out and sent to them with an A.S. Purchase Order before the order can be processed. These departments include Central Stores, Transportation Services, Kerr/Instructional Development, and Physical Facilities. All University work order forms must have the organization's A.S. PERM Number included under "Account Number," and some require a "Blanket Number," as well. It is advised to see a Finance Committee liaison for further information. On the other hand, UCen Dining Services is one example of on-campus services that does not have this extra set of forms and only an A.S. Purchase Order is needed. In this section there are instructions and examples on how to go about using A.S. funds for the services provided by each of these departments.

### **CLAUSE 2. INSTRUCTIONAL DEVELOPMENT/MEDIA EQUIPMENT**

- A) Instructional Development provides movies, slides, overhead projectors, screens, tape recorders, record players, mixers, portable P.A. systems, amplifiers, microphones and speakers. If the organization plans on using any equipment from Instructional Development (also known as Kerr), it must plan ahead. Kerr requires at least 2 days to process their work orders, and the A.S. Administration Office needs 2 days, so your requisition and work order must be turned in to the A.S. Cashiers and Ticket Office at least 4 days before the organization needs the equipment. First, contact Instructional Development for an "estimated cost" of services and/or equipment. Next, fill out an A.S. Requisition requesting a Purchase Order. Use the "estimated cost" for the total price. Next, fill out a "Media Equipment Work Order." (See sample and instructions at the end of this manual). Pick up a requisition and a work order form in the Finance Committee Office. After the form and the A.S. Requisition are complete, turn in both of them to the

A.S. Cashier's. Allow 4 days for processing. The work order form will be faxed directly by A.S. Administration to Instructional Development.

CLAUSE 3. CENTRAL STORES

- A) Central Stores provides general office supplies. Pick up a Central Stores order form in the A.S. Finance Committee Office. A Central Stores catalog can be used at the A.S. Finance Committee Office. Use this catalog to look up descriptions of stock items, unit of issue, and stock numbers. Use the stock number to look up the price of the item in the price index located in the front of the catalog. It is cheaper to order through Central Stores than it is to purchase items from almost any vendor. There is no tax for items purchased through Central Stores. Completely fill out the Central Stores order form. (See the sample at the back of this manual). On the form under "Account Number," list the organization's "A.S. Account Number," the organization's "A.S. PERM Number," and the organization's "Blanket Number." If the organization's "PERM Number" is unknown, see a Finance Committee member. The form must include all of this information. Next fill out an A.S. Requisition and include the total amount of the purchase. When filling out the A.S. Requisition follow the instructions on "How to fill out a requisition." Submit both the Central Stores order form and the A.S. Requisition to the A.S. Cashier's. Allow 48 hours for processing. Within 48 hours, the approved Central Stores form along with the Purchase Order will be faxed by A.S. Administration to Central Stores.

CLAUSE 4. FURNITURE SERVICES (CENTRAL STORE)

- A) Furniture Services provides chair/table/staging rental, minor and major moves, and event set-up. In order to ensure the success of your event you need to contact Furniture Services at least a month before your event. Paperwork should be initiated as soon as possible thereafter. First, contact Central Stores for an estimated cost of services and/or equipment. Fill out an A.S. Requisition for a Purchase Order following the instructions earlier in this manual. Use the "estimated cost" for the total price. Next fill out a Furniture Services Requisition using the instructions given at the back of this manual. Pick up the requisition forms at the Finance Committee Office. After the Furniture Services Requisition and the A.S. Requisition are complete, turn in both of them to the A.S. Cashier's. Allow 48 hours for processing. The Furniture Services Purchase Order will be faxed by A.S. Administration to Furniture Services. If the organization wants to take the approved signed work order and Purchase Order to Central Stores, make sure the lower right hand corner of the A.S. Requisition has been completed with the first and last name of the person who will be picking up the work order.

CLAUSE 5. TRANSPORTATION SERVICES

- A) If the organization plans on using a University vehicle for travel, it must complete the following steps. It is highly recommended that the organization contact a Finance Committee member for assistance in planning its travel if it has never used A.S. funds for travel. If the proper forms are not completely filled out and the travel duly approved by

Finance Committee, then the organization will not be permitted to use A.S. funds. Therefore, it is advised to plan at least a month in advance.

**STEP 1.** Call the Central Garage dispatcher to inquire if a vehicle is available for the day and time you will be needing it. Also, find out what the approximate cost will be—charges plus mileage.

**STEP 2.** It is important that there is enough money in the travel category of the organization's account. If it is not known, look up the current account balance in the ledger available in the Admin Office. If there is not enough money in the travel category and there is a need to transfer \$ 400.00 or more into it, then the organization must go before Finance Committee to have the transfer approved.

**STEP 3.** Prepare a "Vehicle Request" form for the Transportation Services Office. Instructions for filling this out are in the last section of this manual. NOTE: One vehicle request must be completed for each vehicle used (i.e., two forms will be needed if two vehicles will be used). Sign on the line "Requested by." Do not sign by the "Authorized Signature"; leave that space blank for the Executive Director's signature.

**STEP 4.** Fill out an A.S. Requisition requesting a Purchase Order, which details the Transportation Services request form. Use the estimated amount for charges and mileage as the "Total Amount" on the requisition. A conference announcement, meeting agenda or flyer must also be attached to the A.S. requisition as supporting documentation.

**STEP 5.** Complete the supplementary travel forms, e.g., the Driver's Contract(s), Passenger List, Transportation Services request forms, etc. (available in the Finance Committee Office). Each driver must complete a "Driver's Contract." Each person in the group who plans on driving must fill out a Driver's Contract and a Release of Liability form. In addition, all passengers must be listed on the "List of Passengers Traveling" form and each must sign a Release of Liability form. No Authorized Purchase Orders, Vehicle Requests Forms, or other travel funds will be released until the Driver and Passenger forms have been received by the Cashier's Office. These forms are available in the Finance Committee Office.

**STEP 6.** Submit all of the completed paperwork to the mailbox of the Finance Committee Chair (A.S. Main Office) and you will be put on the Finance Committee agenda to obtain travel approval, unless the travel falls into one of the categories defined in Section 6, Clause 7. If you need Finance Committee approval, you must submit one (1) copy of the Travel Request, and one (1) copy of the Driver's Contract, Passenger List, and Release of Liability form when you turn in the originals of the forms to the A.S. Cashier's. Keep a copy for your records. A representative of the organization must attend the Finance Committee meeting at which the travel request will be discussed.

**STEP 7.** After approval by Finance Committee, and/or the A.S. Executive Director, the A.S. Administration Office will process the travel request. After 48 hours for processing, a copy of the vehicle request(s) will be available to be picked up at the A.S. Cashier's office. The signed Vehicle Request form and Purchase Order will be needed BEFORE Transportation Services will reserve the vehicle, which is another reason why you need to plan well in advance.

**Note:** If the organization fails to notify transportation services and the A.S. administration office of any vehicle cancellation at least twenty-four (24) hours prior to its scheduled pick-up, the resulting charge will become the liability of the organizations or its individual members.

CLAUSE 6. UNIVERSITY POLICY CONCERNING UNIVERSITY VEHICLES

- A) University vehicles are provided for official University business only and are not to be used for personal or social purposes. Vehicles are reserved, based on justification, on a daily or per trip basis, or in exceptional circumstances, up to a maximum of five days (Monday through Friday). Trips are limited to the State of California. Organizations that misuse University vehicles or violate driving regulations may have their privilege to use University vehicles withdrawn.

CLAUSE 7. PHYSICAL FACILITIES

- A) Physical Facilities provides electrician services; water, plumbing, and irrigation; dumpsters; grounds clean up; janitorial service, etc. To arrange for services, you must contact Physical Facilities for an estimated cost of services and/or equipment. Physical Facilities generally needs at least a week's notification to schedule their services; thus, plan on initiating the necessary paperwork at least seven to ten working days in advance. Fill out an A.S. Requisition for a Purchase Order. Use the estimated cost for the total price. Make sure to note on the A.S. requisition the name of the person who gave you the estimated cost. Next, fill out a Physical Facilities work order using the instructions given at the back of this manual. You can pick up the work order form at the Finance Committee Office. After the form and the A.S. requisition have been completed, turn them into the A.S. Cashier's. Allow 48 hours for processing. The work order will be faxed by A.S. Administration to Physical Facilities.

CLAUSE 8. THE DAILY NEXUS

- A) To place an advertisement in the Daily Nexus, call the Nexus to determine the rates for your ad:
  - 1) A full-page ad is 96 inches, a half page ad is 48 inches, and a quarter page ad is 24 inches, and an eight-page ad is 20 inches. A public service announcement is defined as the advertisement for an event on campus that is nonprofit and generally has no ticket sales. Contact the Nexus advertisement office to discuss if



your event qualifies as a public service announcement. Otherwise, their regular rates will apply.

- B) Then find out whether space is available in the issue or issues in which you want to run the ad and be sure to ask about the deadline by which the Purchase Order must be received. Complete an A.S. Requisition for a Purchase Order. In the section “Payable to,” write “Daily Nexus.” Under “Description,” be sure to list the purpose of the ad, including applicable details (e.g., date and place of an event to be advertised) as well as the run date for your ad, and use the rate quoted to you by the Nexus as your “Total Price.” Following your group’s three-digit account number on the requisition, the account category (upper right corner of the requisition) which you must use for advertising expense is 7000. Determine in advance that funds are available in that category of your budget. If they are not, a transfer of up to \$ 500.00 may be made from another category of your budget by completing an additional requisition for a journal entry (see earlier section). An amount in excess of \$ 500.00 will require prior Finance Committee approval.
- C) Once the A.S. Requisition has been completed payable to the Daily Nexus, submit the requisition to the A.S. Cashier’s. Allow a minimum of 48 hours for processing. The Daily Nexus will not place your ad without an approved Associated Students purchase order. It is vital that the organization plan ahead, by submitting the requisition a minimum of three days before the deadline which the nexus sets for accepting ads for the run date of your ad. When the A.S. Administration Office completes the Purchase Order that has been requisitioned, they will send it directly to the Nexus. Consequently, if 48 hours are needed for processing of your A.S. Requisition, you should be able to go to the Nexus office to place your ad and find the Purchase Order number which they required has already been received. Nonetheless, allow ample time to arrange for the ad and don’t wait until the last minute.

#### CLAUSE 9. CENTRAL STORES MAIL SERVICE

- A) If the organization wants to send out a one-time mailing of 200 or more pieces of identical mail, or 50 pounds of identical matter, then bulk mailing should be used. The guidelines for preparation of bulk- rate third class mailings and basic sorting instructions are available at the Finance Committee Office. These guidelines are applicable to direct, 3-digit, state, and “mixed states” mailings. The stamps, rubber bands, and stampings are done at Central Stores. Final preparations of the mailing should be done at Central Stores. If your organization wishes to use an off-campus mailing service, a Control Number, available at Central Stores, must be used. Call Mail Services at Central Stores if there are any additional questions or to find out what restrictions apply. A separate A.S. Requisition for a Purchase Order made payable to “Regents/Central Stores” must be completed in order to encumber funds for the postal charges before the bulk mail may be sent. Remember to include your A.S. PERM Number in the Description area of the requisition. Each one-time mailing will require a separate P.O., since Mail Services cannot set up an “Open P.O.” system.

CLAUSE 10. SANTA BARBARA TRAVEL BUREAU

- A) If the organization wishes to use the service of Santa Barbara Travel Bureau and wants to purchase the lowest airfare available for you, these guidelines must be followed for domestic travel:

**STEP 1.** Fill out a Purchase Order requisition at least one month before your departure date and obtain travel approval from Finance Committee before doing anything else!

**STEP 2.** After the Finance Committee has approved the travel, make the airline reservation. Days of travel for the lowest fare are Monday through Thursdays or staying over a Saturday night. If paying by a Purchase Order, Santa Barbara Travel Bureau strongly suggests that you make a reservation first, and hold the seats. Even though a seat is being held and a quote given, the airlines have the right to change times and prices at any time. The only way to secure a price is to purchase at the same time as the reservation.

**STEP 3.** Be careful to differentiate refundable and non-refundable tickets. Non-refundable tickets cannot be changed after purchase.

**STEP 4.** If there are any further questions concerning purchasing a ticket from Santa Barbara Travel Bureau, call 805-969-7746.

CLAUSE 11. FAST ACCESS/BOOKSTORE PURCHASES

- A) FAST Access Cards can be used at the UCSB Bookstore for office supplies. To request a FAST Access card, please complete an A.S. requisition made payable to University Center (UCen) "FAST Access." Please be sure to indicate on the requisition a "Contact Person." This person will be required to sign for the card upon issuance and will be responsible for the use of the card. Should the card be lost or stolen, the contact person must notify the University Center immediately. In order for another card to be issued, there is a UCEN service charge of \$5.00 for which the individual using the card would be responsible and if there are any charges incurred during the time of the loss and the notification of the loss to the UCen, the individual would also be responsible for those. Cards can be picked up at the A.S. Cashier's seven (7) working days after the requisition has been turned in and approved. A new requisition must be filled out to deposit additional funds to a card already in place.

SECTION XIV: A.S. SERVICES AND CO-SPONSORSHIPS

CLAUSE 1. PROGRAM BOARD AND OTHER CO-SPONSORSHIPS

- A) There is the possibility of obtaining co-sponsorships with the A.S. Program Board and other campus departments. There are two types of co-sponsorships: Monetary and Service.

- 1) **MONETARY CO-SPONSORSHIP:** A copy of the event’s budget must be submitted to the Chair of the committee along with a request to attend the next meeting. If the Board or Committee decides to co-sponsor, the organization must include “Sponsored by A.S. (Name of Board or Committee)” on all pieces of advertisement.
- 2) **SERVICES CO-SPONSORSHIP:** If the organization would like a portion of an A.S. entities’ services donated or co-sponsored, as in sound equipment, ushers, volunteers etc., a proposal must be submitted to the chair and a member of the organization must attend a regular meeting. Also, contact the committee member responsible for that specific service prior to submitting a proposal. If the board or committee decides to co-sponsor, the organization must include “Sponsored by A.S. (Name of Board or Committee)” on all pieces of advertisement.
- 3) **OTHER CO-SPONSORSHIPS:** If co-sponsorship is procured with other campus departments, the department must be invoiced before the money will be transferred to your organization’s account. Invoices to bill the co-sponsoring organization are available in the Finance Committee Office.

CLAUSE 2. A.S. SPONSORSHIP

- A) If the Finance Committee provides \$100 or more to fund an event, the co-sponsoring organization must provide Finance Committee with two (2) tickets to the event. Any tickets issued under this policy go to the Finance Committee Chair, who can at their discretion give the tickets to anyone who would like them.

CLAUSE 3. A.S. NOTETAKING & PUBLICATION SERVICES AND QUICK COPY SERVICE

- A) The Associated Students Publication Services provides high quality reprographics to the general University community. A.S. Quick Copy provides a high-quality quick copy service for student groups and departments within Associated Students. A.S. Notetaking Services (ASNS) and A.S. Publication Services (ASPS) will accept any reprographic projects especially those projects paid for through A.S. funds. Unless otherwise specified, all projects will be completed promptly. It is preferable to give the ASNS/ASPS advance notice of at least 48 hours for large copying and binding projects. The ASNS/ASPS will provide binding services that include: stapling, spiral binding, and/or sure binding. before requesting services, a requisition must be completed as previously specified. Allow 48 hours for the processing of the Purchase Order, which will then be sent directly to the ASNS/ASPS. ASNS/ASPS will also accept projects on a check basis or those that will be paid for with Office of Student Life funds.
  - 1) Do open a Purchase Order made payable to “ASNS.”
  - 2) The A.S. Publications Service will not accept Quick Copy projects that are under fifty flashes (50 copies) per run. Projects under fifty (50) flashes should

be completed on A.S. EDNA which is the self-serve copy machine located in A.S. Workroom, UCen Room 1527 (see Clause 4 below).

- 3) Turn-around time for the Quick Copy Service depends on two factors: the length of the project submitted, and the current ASPS workload. From two (2) weeks prior to the beginning of any academic quarter until the third week into the quarter, the ASPS will be fulfilling its primary goal of processing classroom readers. During this period, Quick Copy projects may take longer to complete. During normal workloads, projects can be completed in twenty-four (24) to forty-eight (48) hours.
- 4) A.S. Departments that have projects that are printed on a regular basis, such as A.S. Senate minutes and weekly agendas, will have a designated “in” box to submit their projects to. Those submitting regular projects must fill out a requisition for an A.S. Purchase Order (payable to A.S. Quick Copy); however, they are not required to fill out a standard order form. Once placed in the “in” box, the original document will be processed according to the standing instructions. For further information, contact A.S. Notetaking Services at 805-893-4471.

CLAUSE 4. MARY K COPY

- A) Mary K Copy Machine self-serve copy machine located in the A.S. Workroom, UCen 1527. It is available to all groups that open an A.S. Purchase Order made payable to “A.S. EDNA” using category 7000 – Operating. (See “Process to Fill Out an A.S. Purchase Order,” Section XI, if you need additional information).
  - 1) Once a signed Purchase Order is received by the ASPS, an account with password will be programmed into EDNA. Confirmation of this account, including the password, will be e-mailed to the authorized contact person within twenty-four (24) hours.
  - 2) Passwords can be changed when requested by the authorized contact person.
  - 3) All EDNA accounts are cleared at the end of each academic year or when requested by the authorized contact person.
  - 4) Each account user is responsible for copies made on EDNA including any unauthorized use.
  - 5) A.S. Secretaries have priority with the use of EDNA in all matters of duplicating.
- B) Questions or problem with EDNA’s operation should be directed to the manager of A.S. Publication Services at 805-893-4471.

CLAUSE 5. A.S. MAIL SERVICE

- A) The A.S. Administration Office provides the A.S. Mail Service. Boxes for On-Campus and Off-Campus mail pick-up are located in the A.S. Main Office. If there is no organization name included on the package or envelope, it will not be sent. No personal mail will be sent. The mail is picked up Monday through Friday at 2:00 PM PST.

**SECTION XV: SHORT-TERM EMERGENCY STUDENT LOANS**

- A) The Associated Students may, through the A.S. Cashiers or other A.S. entity designated by the Executive Director, issue interest-free, emergency loans which will be processed through the A.S. Cashiers Office and applied to the University BARC account, to registered undergraduate students. The loan may not exceed four hundred dollars (\$400.00) per student per quarter. Any defaulted loans will be dealt with according to the procedures followed by BARC office, which processes and will determine the uncollectible funds. Policies and procedures governing the issuing of loans and further student eligibility for them, as well as handling or processing fees, and penalties for defaulted loans, shall be determined by the A.S. Cashiers or other designated entity upon approval of the Executive Director, in accordance to the effective policies under the university BARC office, in an effort to collect upon any defaulted loans. These policies shall be included in the A.S. Financial Policies and Procedures upon their approval by the A.S. Senate. These loans are not grants and represent one of many loan options available to undergraduate students on campus. They are not to be confused with any federal, university, or campus-organized grant, or the A.S./EOP grant, and disbursements thereof.

**SECTION XVI: OUTSTANDING DEBTS**

CLAUSE 1. DEBT REPAYMENT

- A) Any individual may not receive payment from A.S. in any form (e.g. cash advances, honoraria, paychecks, etc.) until all outstanding debts (e.g., student loans, returned checks, cash advances, office damage) that the individual has incurred with A.S. have been repaid. Any monies due to the individual will be deducted until their entire debt(s) is repaid. A.S. may debit the individual's or the organization's PERM number through the BARC office.

**SECTION XVII: SUSTAINABLE PURCHASING**

- A) Associated Students acknowledges that the majority of the environmental impact of a typical office environment is not from on-site practices and energy use but from the manufacturing and production, transportation, and disposal of purchased items. In addition, a great deal of global manufacturing is done in poor working environments with very low wages for employees. Associated Students therefore should place a high priority on ensuring that purchased goods are as sustainable and socially responsible as possible.

## The Financial Policies & Procedures of Associated Students

- B) Associated Students acknowledges that the most sustainable purchase is no purchase at all, and therefore encourages groups to consider if they really need an item or a large quantity of items. Purchasing used items should be highly encouraged assuming all other policies are followed.

### CLAUSE 1. SUSTAINABLE PURCHASING OF FOOD, DRINKS, AND SERVINGWARE

- A) Absolutely no single-use water bottles may be purchased. Water coolers and 5-gallon jug pumps must be used for event hydration stations.
- B) All coffee and tea must be certified Fair Trade and certified organic.
- C) All public events with more than 30 attendees that provide food must have vegetarian and vegan options.
- D) Certified compostable single-use food service products, including plates, bowls, utensils and napkins, may be purchased for events and guests. These items should be purchased from the A.S. supply of compostable goods in order to minimize costs and reduce packaging.
- E) No polystyrene (Styrofoam) may be purchased or used.

### CLAUSE 2. SUSTAINABLE PURCHASING OF SWAG AND GIVEAWAY ITEMS

- A) Clothing and apparel must be sewn, dyed, and printed in the U.S. and must be made from either recycled and/or reclaimed materials (preferred), organic cotton, or U.S. grown cotton.
- B) Reusable bags must be sewn, dyed, and printed in the U.S. and must be made from either recycled and/or reclaimed materials (preferred), organic cotton, or U.S. grown cotton.
- C) Water bottles must be manufactured and printed in the U.S. and must be made of either glass, aluminum, stainless steel, or BPA-free plastic.
- D) Promotional pens and pencils must be made from at least 30% post-consumer recycled materials.

### CLAUSE 3. SUSTAINABLE PURCHASING OF PAPER AND OFFICE SUPPLIES

- A) White printing paper used for black and white printing must be made up of 100% post-consumer recycled content. 100% post-consumer recycled paper must be available for colored printing on white paper. Colored paper must be at least 20% post-consumer recycled content.
- B) Office supplies should be purchased from the A.S. supply cabinet whenever possible as these items have been bought with sustainable principles in mind.

- C) A list of sustainable office supplies should be provided to A.S. groups so that they may place their own orders if necessary.

CLAUSE 4. SUSTAINABLE PURCHASING OF PAINT

- A) All paint must be water-based and low-or not-VOC (volatile organic compound).

CLAUSE 5. SUSTAINABLE PURCHASING OF ELECTRONICS, APPLIANCES, AND BATTERIES

- A) Computers, laptops, tablets, monitors, printers, copiers and TVs that are purchased new must be certified as EPEAT Gold. Used equipment does not need to meet this standard.
- B) Refrigerators, computers, laptops, tablets, monitors, printers, copiers and TVs must be EnergyStar certified.
- C) Printers that are purchased new must be capable of double-sided printing and this must be the default setting. Printers purchased used do not need to meet this standard.

CLAUSE 6. SUSTAINABLE PURCHASING OF FURNITURE

- A) Furniture should be purchased used whenever possible. Central Stores and the GIVE sale are preferred sources due to the easy accessibility for campus groups, though others are acceptable as well.
- B) Furniture that is made in the U.S. and from reclaimed or recycled materials, Forest Stewardship Certified Wood or sustainable fabrics is prioritized.

CLAUSE 7. EXCEPTIONS

- A) Exceptions to this policy should only be made after groups have demonstrated a good faith effort to comply, but doing so would cause a great hardship and would inhibit a core function of that group's mission. Exceptions to this policy may be granted in the following cases:
  - 1) When specifically required in a contract with a non-A.S. entity.
  - 2) When specifically required in order to comply with health and safety policies.
  - 3) During situations out of A.S.'s control (e.g. during out-of-area travel)
  - 4) When approved by Finance Committee and/or Senate oversight of minutes.

## **UNIVERSITY OF CALIFORNIA POLICIES ON COMPULSORY CAMPUS-BASED STUDENT FEES**

### **80.00 POLICY ON COMPULSORY CAMPUS-BASED STUDENT FEES**

The Regents have authority to impose fees for any University purpose. All campus-based student fees at a campus must be approved by the Chancellor of that campus, except that no compulsory campus-based fees shall be effective until also approved either by The Regents or by the President under the President's delegated authority, as appropriate.

### **81.00 COMPULSORY CAMPUS-BASED STUDENT FEES**

Compulsory campus-based student fees are fees levied at individual campuses which must be paid by all registered students to whom the fee applies. Such fees may be used to fund: (1) student-related services and programs, including, but not limited to, referenda-based student health insurance programs; (2) construction and renovation of student facilities such as student centers and recreation facilities; and (3) student governments, Registered Campus Organizations, and student government- and Registered Campus Organization-related programs and activities.

#### **81.10 COMPULSORY CAMPUS-BASED STUDENT FEES**

This Policy does not apply to University-wide fees, to campus-based health insurance fees except those that have been approved by The Regents, to fees related to instruction, or to campus-based miscellaneous fees that require either the Chancellor's or the President's approval.

### **82.00 REFERENDUM REQUIREMENT FOR ESTABLISHING OR INCREASING COMPULSORY CAMPUS-BASED STUDENT FEES**

Compulsory campus-based student fees may only be established or increased following a referendum in which students vote in favor of the compulsory fees, except as provided in Section 83.00 of these Policies. If also authorized by students as part of the original referendum, a portion of the revenue from these fees may be set aside for financial aid purposes.

### **83.00 EXCEPTIONS TO THE REFERENDUM REQUIREMENT**

#### **83.10 EXCEPTIONS TO THE REFERENDUM REQUIREMENT**

An increase in compulsory campus-based student fees may be approved either by The Regents or by the President under the President's delegated authority as appropriate, subject to the Chancellor's recommendation, and does not require a student referendum, under any of the following circumstances;

#### **83.11 EXCEPTIONS TO THE REFERENDUM REQUIREMENT**

When a student referendum was not specifically required for increases in a compulsory campus-based student fee, as established in the original ballot measure language approved by students in a student election;

#### **83.12 EXCEPTIONS TO THE REFERENDUM REQUIREMENT**

When the Chancellor determines that an increase is necessary for the health and safety of students, such as for the maintenance of the safety of a building or facility that is funded wholly or in part by compulsory campus-based student fees. Safety issues are those that are potentially



dangerous such as risk of fire, asbestos, earthquakes, or structural deficits. (See the University Policy on Seismic Safety and the University Policy on Environmental Health and Safety.) For buildings or facilities with multiple uses, whenever possible the costs to students for funding safety-related or health-related maintenance should be based on the proportion of current non-academic student use of the facility. A portion of the revenue from these fees may be set aside for financial aid purposes.

#### 83.13 EXCEPTIONS TO THE REFERENDUM REQUIREMENT

When the fee increase is necessary to meet legal requirements (such as new code requirements) or contractual obligations (such as income projections) specified in the funding covenants of a building or facility that is funded wholly or in part by student fees. For buildings or facilities with multiple uses, whenever possible the costs to students for such increases should be based on the proportion of current non-academic student use of the facility.

#### 84.00 PROCEDURES AND REQUIRED APPROVALS FOR ESTABLISHING OR INCREASING A COMPULSORY CAMPUS-BASED STUDENT FEE

##### 84.10 PROCEDURES AND REQUIRED APPROVALS FOR ESTABLISHING OR INCREASING A COMPULSORY CAMPUS-BASED STUDENT FEE

Except as provided in Section 83.00 of these Policies, to establish or increase a compulsory campus-based student fee Chancellors shall establish in campus implementing regulations, prior to any referendum;

##### 84.11 PROCEDURES AND REQUIRED APPROVALS FOR ESTABLISHING OR INCREASING A COMPULSORY CAMPUS-BASED STUDENT FEE

Procedures for student consultation and, in the case of student fee-funded facilities, procedures for continuing student consultation once the facility is constructed;

##### 84.12 PROCEDURES AND REQUIRED APPROVALS FOR ESTABLISHING OR INCREASING A COMPULSORY CAMPUS-BASED STUDENT FEE

Voting pool requirements, in which a substantial number of students, as specified by the Chancellor in advance of the referendum, participate; and

##### 84.13 A REQUIREMENT FOR AT LEAST A MAJORITY-VOTE APPROVAL.

##### 84.20 PROCEDURES AND REQUIRED APPROVALS FOR ESTABLISHING OR INCREASING A COMPULSORY CAMPUS-BASED STUDENT FEE

All referendum results are advisory to the Chancellor and, conditional on the Chancellor's recommendation, are subject to final approval either by The Regents or by the President under the President's delegated authority, as appropriate.

#### 85.00 REQUIREMENTS FOR REDUCING OR ELIMINATING A COMPULSORY CAMPUS-BASED STUDENT FEE

Chancellors shall establish in campus regulations procedures for reducing or eliminating a compulsory campus-based student fee.

**86.00 SUPPORT FOR REGISTERED CAMPUS ORGANIZATIONS AND RELATED PROGRAMS AND ACTIVITIES FROM COMPULSORY CAMPUS-BASED STUDENT FEES** [Replaces the University of California Guidelines for Funding Registered Campus Organizations and Related Programmatic Activities by Compulsory Student Fees, as revised **October 26, 1999**].

**86.10 CONDITIONS FOR SUPPORT**

Compulsory campus-based student fees allocated to student government may be reallocated to support Registered Campus Organizations and Registered Campus Organization-related programs and activities consistent with the University's educational purposes in providing such support, as set forth in Section 86.20 of these Policies. The process for making such reallocations must be based solely on viewpoint-neutral criteria, as set forth in Section 86.30 of these Policies.

**86.11 CONDITIONS FOR SUPPORT**

A Registered Campus Organization that is preponderantly or exclusively funded by a student government or other campus entity from compulsory campus-based student fees shall primarily have University of California students as its members. Particular programs and activities of a Registered Campus Organization funded from compulsory campus-based student fees shall be open to participation by the entire campus community. In addition, all expenditures relating to particular programs and activities of a Registered Campus Organization (whether the program or activity takes place on- or off-campus) that are funded from such fees must be under the direct control of University of California students. (See also Section 70.20 of these Policies.)

**86.12 CONDITIONS FOR SUPPORT**

The referendum process set forth in Section 82.00 of these Policies shall not be accessible to a Registered Campus Organization or any student group other than a student government. The foregoing is not intended to preclude access to the referendum process by any administrative unit of the University, subject to appropriate student consultation. Support for a Registered Campus Organization or any student group other than a student government from compulsory campus-based student fees must be in the form of a reallocation from student government or other appropriate campus entity to the Registered Campus Organization or other student group. All such reallocations must be made consistent with the requirements for viewpoint-neutral funding set forth in Sections 86.20 and 86.30 of these Policies. (See also Section 70.81 of these Policies.)

**86.13 CONDITIONS FOR SUPPORT**

A student government in consultation with the campus, or a campus with the concurrence of the student government, may at its discretion establish and administer a mechanism providing for a pro rata refund to any student of that portion of his or her student government fees that are allocated by a student government or other campus entity to support a particular Registered Campus Organization or Registered Campus Organization-related program or activity. Establishment of such a refund mechanism is not required either as a matter of University policy or the law. (See also Section 70.83 of these Policies.)

**86.20 THE UNIVERSITY'S EDUCATIONAL PURPOSES**

The University's educational purposes are served when reallocations by a student government or other campus entity of compulsory campus-based student fees to support Registered Campus

Organizations and Registered Campus Organization-related programs and activities are made: (1) to provide opportunities for the educational benefits and personal and social enrichment that derive from participation in extracurricular programs and activities; and (2) to stimulate on-campus discussion and debate on a wide range of issues from a variety of viewpoints. Consistent with the above purposes, such reallocations shall only be made to support either the general organizational expenses of Registered Campus Organizations and Registered Campus Organization-related programs and activities or their associated communicative purposes. In addition, allocation decisions to provide such support must be made without regard to the viewpoint of a particular Registered Campus Organization or Registered Campus Organization-related program or activity, and must be balanced in relation to the support provided to other Registered Campus Organizations or Registered Campus Organization-related programs and activities in similar circumstances.

#### 86.30 CAMPUS PROCEDURES AND CRITERIA TO ASSURE VIEWPOINT NEUTRALITY

In fulfilling these purposes consistent with applicable law and Section 86.20 of these Policies, campuses shall have responsibility for ensuring that student governments and, as applicable, other campus reallocation entities, maintain procedures and criteria for making specific reallocation decisions for the support of Registered Campus Organizations and Registered Campus Organization-related programs and activities from compulsory campus-based student fees. Such procedures and criteria must be viewpoint-neutral in their nature; that is, they must be based upon considerations which do not include approval or disapproval of the viewpoint of the Registered Campus Organization or any of its related programs or activities.

#### 86.31 CAMPUS PROCEDURES AND CRITERIA TO ASSURE VIEWPOINT NEUTRALITY

Criteria appropriate to be given balanced consideration in the making of viewpoint-neutral reallocation decisions might include, but are not limited to: the objectively documented organizational needs of the Registered Campus Organization based on membership size; its office or equipment requirements; the extent of financial support the Registered Campus Organization receives from other sources; or the production costs associated with a particular event or series of events the Registered Campus Organization typically sponsors. Such sponsored events supported in whole or in part by compulsory campus-based student fees need not avoid controversial political, religious, or ideological content, subject to the understanding that under current University policy (see Section 30.20 of the Policy on Speech and Advocacy) campuses have a responsibility to assure an ongoing opportunity for the expression of a variety of viewpoints.

#### 86.32 CAMPUS PROCEDURES AND CRITERIA TO ASSURE VIEWPOINT NEUTRALITY

Campus procedures and criteria shall provide: (a) that student governments or other campus entities responsible for reallocating compulsory campus-based student fees must publicize widely and regularly to Registered Campus Organizations the availability of such funds to support Registered Campus Organizations on a viewpoint-neutral basis, as well as the viewpoint-neutral criteria on the basis of which such funds will be reallocated; and (b) that communications to Registered Campus Organizations on the availability of such funds must be made in a timely fashion, and be reiterated periodically during the year as long as such funds remain available, to ensure sufficient time for the preparation of funding proposals in advance of funding decisions.

#### 86.33 CAMPUS PROCEDURES AND CRITERIA TO ASSURE VIEWPOINT NEUTRALITY

Campus criteria and procedures shall also provide for: (a) documentation of all funding processes available to Registered Campus Organizations, including notice of the opportunity to apply for funding and the criteria upon which funding requests will be judged, consistent with Section 86.32 of these Policies; (b) documentation of all funding requests by Registered Campus Organizations and actions taken by the student government or other campus entity with reference to the published funding criteria in response to such requests; and (c) a formal process that allows Registered Campus Organizations or individual students to appeal, in a reasonable and timely manner, funding decisions regarding particular Registered Campus Organizations or Registered Campus Organization-related programs and activities made by the student government or other campus reallocating entity.

#### 86.34 CAMPUS PROCEDURES AND CRITERIA TO ASSURE VIEWPOINT NEUTRALITY

Compulsory campus-based student fees may be reallocated to pay for speakers sponsored by Registered Campus Organizations. Over time, such events should stimulate on-campus discussion and debate from a wide range of viewpoints on a variety of issues.

#### 86.40 LEGAL REVIEW OF CAMPUS PROCEDURES AND CRITERIA

Campus procedures and criteria for reallocation of compulsory campus-based student fees to support Registered Campus Organizations and Registered Campus Organization-related programs and activities on a viewpoint-neutral basis must be reviewed by the Office of the General Counsel to ensure that the procedures and criteria are consistent with the law and these Policies. In addition, campuses are advised to consult with the Office of the General Counsel should a question arise about whether a particular reallocation is viewpoint-neutral in nature and meets the University's educational purposes as specified in Section 86.20 of these Policies.

#### 87.00 TRANSFER OF COMPULSORY CAMPUS-BASED STUDENT FEES TO NON-UNIVERSITY ENTITIES

Compulsory campus-based student fees may be expended by a student government, Registered Campus Organization, or other campus entity to cover the expenses of direct participation by University students in a particular non-University-sponsored educational program or activity. Such fees may also be expended in payment of applicable dues necessary to sustain membership by a student government or Registered Campus Organization in national and other regional non-University associations at the basic level established by such associations, so long as the level of any such assessment is in line with what is assessed similar student organizations at other institutions comparable in size and nature to the University as a requirement of basic membership. Except as provided immediately below, memberships at a preferential level that require the payment of higher periodic dues than what is required to sustain basic membership, or the assessment by such non-University associations of supplemental contributions from their members as an expectation but not a requirement of continued membership, may not be supported from compulsory campus-based student fees. Other than for considerations of basic membership as set forth above, additional transfers of funds from compulsory campus-based fees by a student government, Registered Campus Organization, or other campus entity to such non-University associations may be made only when they can be justified, in advance of the transfer, to the Chancellor (or other campus official designated by the Chancellor with administrative oversight over the student government, Registered Campus Organization, or other campus entity)

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as providing a direct educational benefit to University of California students commensurate with the proposed expenditure. Compulsory campus-based student fees may not otherwise be expended by a student government, Registered Campus Organization, or other campus entity in support of, or be otherwise transferred to, a non-University organization, program, or activity, except in payment for goods and services directly necessary to the operation of that student government, Registered Campus Organization, or other campus entity, its programs or activities.

The referendum process set forth in Section 82.00 of these Policies shall not be available either to establish a new compulsory campus-based student fee, or to lock in an increase to an existing such fee, for the purpose of supporting any non-University organization, program, or activity. (See also Sections 67.10 and 70.90 of these Policies.)

(Source: University of California, Office of the President, Systemwide Policies and Guidelines, Revised **July 28, 2004**)

## **UNIVERSITY OF CALIFORNIA POLICIES ON REGISTERED CAMPUS ORGANIZATIONS**

### **70.10 DEFINITION; REGISTRATION; AND MEMBERSHIP REQUIREMENTS**

A Registered Campus Organization is an organization whose membership predominantly comprises students, faculty, and/or staff of a particular University campus, and that attains recognition as a Registered Campus Organization by complying with the requirements and procedures set forth in campus implementing regulations. Such regulations shall require that the organization furnish a written statement of its name and its purposes, signed by its officers or other authorized representatives, and that includes as well such other pertinent information as the campus may specify. Membership in a Registered Campus Organization shall be open to any student, consistent with the Nondiscrimination Policy Statement for University of California Publications Regarding Student-Related Matters, with the exception that membership in an officially recognized sorority or fraternity may be limited by gender. Membership in a Registered Campus Organization may be extended to individuals other than students, faculty, and staff, under conditions specified in campus implementing regulations. An authorized student government of a campus shall not be eligible for registration also as a Registered Campus Organization of that campus.

### **70.20 REQUIREMENTS FOR FUNDING FROM COMPULSORY CAMPUS-BASED STUDENT FEES**

A Registered Campus Organization that is preponderantly or exclusively funded by a student government or other campus entity from compulsory campus-based student fees shall primarily have University of California students as its members. Particular programs and activities of a Registered Campus Organization funded from compulsory campus-based student fees shall be open to participation by the entire campus community. In addition, all expenditures relating to particular programs and activities of a Registered Campus Organization (whether the program or activity takes place on- or off-campus) that are funded from such fees must be under the direct control of University of California students. (See also Section 86.11 of these Policies.)

### **70.30 CONDUCT AND DISCIPLINE**

A Registered Campus Organization is required to comply with University policies and campus regulations as well as applicable laws or it will be subject to revocation of registration, loss of privileges, or other sanctions. In denying or revoking registration or applying sanctions, campus regulations shall provide an opportunity for a hearing with basic standards of procedural due process.

### **70.40 USE OF UNIVERSITY NAME**

A Registered Campus Organization shall not use the name of the University of California or abbreviations thereof as a part of its own name except in accordance with applicable law and University policy (including, but not limited to, State of California Education Code, Section 92000, and the Presidential Policy to Permit Use of the University's Name) as well as campus implementing regulations.

#### 70.50 USE OF UNIVERSITY PROPERTY

Any use of University properties and services by a Registered Campus Organization must conform to Section 40.00 of these Policies and applicable campus time, place, and manner regulations.

#### 70.60 FISCAL ACCOUNTABILITY

Chancellors may investigate, through audits or other means, and take action to ensure that the fiscal activities of a Registered Campus Organization comply with legal requirements and University policies and procedures.

#### 70.70 UNIVERSITY SPONSORSHIP

As provided in Section 41.00 of these Policies, a Registered Campus Organization that uses University property, services, or other resources must avoid any unauthorized implication that it is sponsored, endorsed, or favored by the University.

#### 70.80 SUPPORT

A Registered Campus Organization or Registered Campus Organization-related program or activity may be supported from compulsory campus-based student fees and/ or from voluntary contributions under conditions set forth in Sections 86.00 and 90.00 respectively of these Policies.

#### 70.81 SUPPORT

The referendum process set forth in Section 82.00 of these Policies shall not be accessible to a Registered Campus Organization or any student group other than a student government. The foregoing is not intended to preclude access to the referendum process by any administrative unit of the University, subject to appropriate student consultation. Support for a Registered Campus Organization or any student group other than a student government from compulsory campus-based student fees must be in the form of a reallocation from student government or other appropriate campus entity to the Registered Campus Organization or other student group. All such reallocations must be made consistent with the requirements for viewpoint-neutral funding set forth in Sections 70.82, 86.20, and 86.30 of these Policies. (See also Section 86.12 of these Policies).

#### 70.82 SUPPORT

Any process adopted by a student government or other campus entity to provide support to a Registered Campus Organization or Registered Campus Organization-related program or activity from compulsory campus-based student fees must employ solely viewpoint-neutral criteria as set forth in Section 86.30 of these Policies.

#### 70.83 SUPPORT

A student government in consultation with the campus, or a campus with the concurrence of the student government, may at its discretion establish and administer a mechanism providing for a pro rata refund to any student of that portion of his or her compulsory campus-based student fees that are allocated by a student government or other campus entity to support a particular Registered Campus Organization or Registered Campus Organization-related program or activity. Establishment of such a refund mechanism is not required either as a matter of University policy or the law. (See also Section 86.13 of these Policies.)

#### 70.90 TRANSFER OF COMPULSORY CAMPUS-BASED STUDENT FEES TO NON-UNIVERSITY ENTITIES

Compulsory campus-based student fees may be expended by a Registered Campus Organization to cover the expenses of direct participation by University students in a particular non-University-sponsored educational program or activity. Such fees may also be expended for the payment of applicable dues necessary to sustain membership by a Registered Campus Organization in national and other regional non-University associations at the basic level established by such associations, so long as the level of any such assessment is in line with what is assessed similar student organizations at other institutions comparable in size and nature to the University as a requirement of basic membership. Except as provided immediately below, memberships at a preferential level that require the payment of higher periodic dues than what is required to sustain basic membership, or the assessment by such non-University associations of supplemental contributions from their members as an expectation but not a requirement of continued membership, may not be supported from compulsory campus-based student fees. Other than for considerations of basic membership as set forth above, additional transfers of funds from compulsory campus-based student fees by a Registered Campus Organization to such non-University associations may be made only when they can be justified, in advance of the transfer, to the Chancellor (or other campus official designated by the Chancellor with administrative oversight over Registered Campus Organizations) as providing a direct educational benefit to University of California students commensurate with the proposed expenditure. Compulsory campus-based fees may not otherwise be expended by a Registered Campus Organization in support of, or be otherwise transferred to, a non-University organization, program, or activity, except in payment for goods and services directly necessary to the operation of the Registered Campus Organization, its programs or activities.

The referendum process set forth in Section 82.00 of these Policies shall not be available either to establish a new compulsory campus-based student fee, or to lock in an increase to an existing such fee, for the purpose of supporting any non-University organization, program, or activity. (See also Sections 67.10 and 87.00 of these Policies).

(Source: University of California, Office of the President, Systemwide Policies and Guidelines, Revised **July 28, 2004**)



## **ASSOCIATED STUDENTS OF UC SANTA BARBARA ADDITIONAL POLICIES & BILLS REGARDING FINANCIAL OPERATIONS, POLICIES, AND PROCEDURES**

### **PROCUREMENT POLICY & MISSION STATEMENT ADHERENCE DOCUMENT**

The University of California (UC) issued a memorandum titled: “[BFB-BUS-43: Purchases of Goods and Services; Supply Chain Management](#).” Associated Students of UC Santa Barbara (AS UCSB) is aware of this memo, particularly paying close attention to Section III, Part 1 J, which is written in full below:

BUS 43, Section III, Part 1 J:

“University credit, purchasing power, facilities, and services shall not be used to purchase goods or services for individuals or for non-University activities except where a University program has been approved by a University administrator with delegated authority with advice as appropriate from the Office of General Counsel.

Any purchase using University funds must directly benefit the overall need of your department or the University, not the individual(s) requesting the purchase. US Law states that government funds shall not be expended for items intended solely for personal convenience or to satisfy the personal desire of an employee or employees. As a co-equal branch of the California government, UCSB is considered a government entity. All funds coming into the UC are considered taxpayer funds, regardless of the source. Such funds belong to the University, not an individual.

\*Items like those above fall into the category of "luxury items", unless they specifically contribute to the fulfillment of the mission of the teaching, research, or public service being conducted for University purposes. If your department can justify that the acquisition ensures the University receives the primary benefit of the expenditure, and meets the University's mission, your purchase should be supported with sufficient documentation. These purchases do not need to come through or be approved by Campus Purchasing.”

In acknowledging and understanding this memo, AS UCSB can justify the acquisition of the purchased goods or services for which this letter is attached to because we have confirmed that the University receives the primary benefit of the purchase item(s). More specifically, the purchase item(s) greatly benefits the undergraduate student life and experience found at UC Santa Barbara.

For our record, goods will be kept in the space designated above for easy access when future use is required, and to ensure that the purchased item(s) are not benefiting a singular individual. Purchases like these are vetted through a multi-step process, incorporating UC policy, student perspectives and guidance, and career staff approval checks. This process ensures that we can achieve our goal as a unit while adhering to the UC policies that govern our operations.

Members of the Association are required to fill out the Procurement Policy + Mission Statement Adherence Document when conducting relevant procurements.

ASSOCIATED STUDENTS SENATE BILL (S.B.) 4-701A: A BILL TO ESTABLISH CLEAR GUIDELINES FOR A.S. REQUISITION SUBMISSIONS

A bill, brought by Senator Taylor Iden, and joined by Senator Dan Siddiqui, to improve the efficiency of requisition requests which are put on hold due to established workflow policies that adhere to AS Legal Code and or Financial Policies and Procedures guidelines.

*Whereas*, requisition forms are consistently improperly filled out, missing key data such as account numbers, incorrect payment totals, and do not contain the required backup documentation such as minutes, receipts, invoices, or properly signed contracts; and,

*Whereas*, the Associated Students Financial Department has notified the parties whose requisitions have been put on hold due to these issues; and,

*Whereas*, in many cases, the parties involved have failed to respond to multiple communication attempts from the finance department; and,

*Whereas*, changes to the financial policies and procedures would be a major improvement to requisition requests workflows and prevent the backlog of payables, ensuring year end processing of all requisition requests, including a hard deadline for quarterly expenses.

*Therefore*, be it enacted by Associated Students in the 75th Senate assembled, the following legal code changes are put in place under ARTICLE IV – DISBURSEMENTS OF ASSOCIATED STUDENTS FUNDS’, SECTION 6. ASSOCIATED STUDENTS’ FUNDS POLICIES, CLAUSE G) Requisition Submission Guidelines:

F) Purchase Guidelines

- 1) For purchases over \$1500 made from Associated Students funds to off-campus vendors, the following requirements shall be met prior to making said purchase or entering into an agreement (verbal or written) to make said purchase:
  - a) Three (3) quotes shall be obtained, each from different vendors, for identical or similar products. All quotes shall include shipping, handling, tax, and any additional expenses.
  - b) The person(s) making said purchase shall justify the uniqueness of the product if it is more expensive than another, yet only slightly different than a similar item.
- 2) The person(s) making said purchase must provide written proof in the form of a purchase estimate form attached to a requisition to A.S. Administration.
  - a) The purchase estimate form shall include a reminder that resources are available which index businesses owned or staffed by women and minorities.
  - b) The purchase estimate form shall also be attached to budget requests for Senate Finance Committee, when the funds being requested are to be applied to a purchase over \$1,500.

### G) Requisition Submission Guidelines

- 1) Requisitions must be submitted with all proper documentation pertaining to the purchase, including but not limited to:
  - i) Account Numbers
  - ii) Category numbers
  - iii) Budget numbers
  - iv) Applicable minutes
  - v) Receipts
  - vi) Invoices
  - vii) Signed contracts/insurance (if applicable)
  - viii) Event descriptions and dates (if applicable)
- a) In the event a requisition is found to have been submitted without the proper documentation, the Financial Operations Team reserves the right to put the requisition on hold and the party will be notified.
- b) The submitting party will have 30 days from the date of notification to correct and submit the necessary changes required to process the requisition.
- c) Failure to rectify the issue within the 30 day period may result in the requisition being voided under the discretion of the Financial Operations Team after consultation with the Chair of the Finance Board.
- 2) All requisitions for expenses incurred during the quarter must be submitted by the end of the quarter in which they were incurred.
  - a) If a requisition is not submitted by the end of the quarter, the submitting party must request an exception from the Finance Board in order for the requisition to be processed.
  - b) The submitting party will be granted an additional two weeks after the quarter's end to submit the requisition and supporting documentation, provided that they give written notification to the Associate Director For Finance and Budget in advance of any anticipated delay.
  - c) To ensure timely processing of payments, the submitting party is encouraged to submit an A.S. Requisition Purchase Order (PO) in advance of any expense, so that payment can be made promptly upon submission of the requisition. The PO is recommended to be submitted at least two (2) weeks in advance of the expense.

### H) Boycott of R&P Printing

- 1) No Associated Students funds shall in any way be used to purchase, order, or promote products that are from R&P Printing.
- 2) This boycott shall remain effective until such time as the Senate determines an end by appropriate legislation.

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### I) Consequences of Breaching a Boycott

- 1) If the organization is an Associated Students entity, they will be charged one-third (1/3) the amount of funds used in the breach. Senate Finance Board will have full discretion of the funds withdrawn from said account.
- 2) If an outside organization uses money received from Associated Students to breach a boycott, they shall be restricted from receiving any additional funding for the remainder of the academic quarter.
- 3) If a group is found to be guilty of breaching a boycott, they retain the right to appeal to the Senate. The Council must approve the appeal by a two-thirds (2/3) majority vote in order for the aforementioned group to be exonerated of charges.

J) The Associated Students disclaim any and all responsibility for debts incurred by any person or organization whatsoever that is not contracted under the authorization of the Senate and directed and managed by appointees of the Senate.

### K) Short-Term, Emergency Student Loans:

- 1) The Associated Students may, through the A.S. Cashiers or other A.S. entities designated by the Executive Director, issue interest-free, emergency loans that will be processed through the A.S. Cashiers Office and applied to the University BARC account, to registered undergraduate students. The loan may not exceed six hundred dollars (\$600.00) per student per quarter. Any defaulted loans will be dealt with according to the procedures followed by the BARC office, which processes and will determine the uncollectible funds.
- 2) The total amount of loans given out shall not exceed eight hundred thousand dollars (\$800,000) per academic year (including Summer Sessions).
- 3) Policies and procedures governing the issuing of loans and further student eligibility for them, as well as handling or processing fees, and penalties for defaulted loans, shall be determined by the A.S. Cashiers or other designated entities upon approval of the Executive Director, in accordance with the effective policies under the university BARC office, in an effort to collect upon any defaulted loans. These policies shall be included in the A.S. Financial Policies and Procedures upon their approval by the A.S. Senate.
- 4) These loans are not grants and represent one of many loan options available to undergraduate students on campus. They are not to be confused with any federal, university, or campus-organized grant, or the AS/EOP grant, and disbursements thereof.
- 5) The UCSB Community Financial Fund lock-in shall expand AS membership services by providing more access to grants and low interest student loans year-round. It will help supplement the current Associated Students emergency loans, currently funded out

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of the Associated Students membership fee. This fund shall establish a credit builder program, regular financial literacy workshops, and personalized money management counseling through the creation of a professional and licensed staff position. The fund will also provide financial guidance for students looking to invest in green, sustainable enterprises, and other financial services.