

Associated Student Government (ASG) Grant/Allocation Award 2010-2011 Policies and Procedures on Spending ASG Allocations

Spending ASG Funds:

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- c. Advances/Payment at the time of service
- d. Catering (purchasing food & drink)
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- f. Duplication
- g. Contracts
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Appendix A: Quick Tips

Appendix B: For Clubs – Visual Representation of Requisition Process

Please note:

- All forms mentioned below can be found at: www.saddleback.edu/asg/allocationspending
- Please use the ASG Event Planning Website for step-by-step details on the event planning process: <http://www.saddleback.edu/asg/EventPlanning.html>
- All awardees of ASG funds are responsible for following Saddleback College and South Orange County Community College District Business Services Office policies and procedures.
- ASG policies and procedures are subject to change without prior notice.

A. Requisitions

• ASG Grant Awardees:

○ PRIOR TO PURCHASE OF ITEMS OR SERVICE REQUEST:

- ***Refer to Section 5 of the Fiscal Office Guide (FOG).***
- Meet with your Division/Departmental support staff (with access to Escape).
 - Be sure to bring with you all necessary documentation: ASG Award Letter (which includes the event/project's account numbers), budget, invoice(s)/quote(s) for service(s), W-9 form.
 - Confirm that there are sufficient funds in the appropriate account(s) as well as object codes to pay for the item(s) listed in the budget. All monies have been placed in a general 4600 object code account; services for example cannot be paid from a 4600 supply account, and money needs to be moved to the correct object code. Initiate a budget transfer as necessary.
 - Discuss your logistical needs and confirm the appropriateness of your proposed expenditures with your Division/Departmental support staff member.

○ WITHIN 10 DAYS OF PURCHASE:

- Must possess official documentation of purchase(s) or services rendered.
- See Section 2 "Payment/Reimbursement" below.

Please note** that many events within a division share an account number. You may only spend the amount delineated on the ASG Award Letter for ***your particular event; unless the division agrees to increase the amount. Once the requisition is approved by the Dean or Director of the requisitioning division, Student Development will assume that the increased budget was approved by the Dean. It is

the division's responsibility to keep track of the individual program budgets as well as the overall division budget.

- **Student Clubs:**
 - **The requisition process is the mechanism that the District uses to provide access to, and account for, all funds used. Every following section in this document refers to the supporting documentation needed to requisition funds. For clubs, the requisition process is executed through the Student Development Office and must be done adhering to District regulations in a specialized computer program (Escape).**
 - **This process must be observed and used regardless of the funding source.**
 - **Please see Appendix B for a visual representation of the process.**
 - **PRIOR TO PURCHASE OF ITEMS OR SERVICE REQUEST:**
 - ***Refer to “Payment Process and Requirements” section of Club Guide.***
 - In an official club meeting, propose budget to the club's voting members and be sure to record official meeting minutes.
 - Club's official meeting minutes and **Budget Form** must be submitted to the Student Development Office for approval.
 - Confirmation of purchasing agreements (e-mailed copy of signed budget form) will be notice that the purchases and service agreements can be made.
 - If items, other than those agreed upon in the terms & agreements section of the Budget Form, are purchased, they will not be eligible for reimbursement. Approval to purchase additional items may be received from the Student Development Office prior to the purchase of the items.
 - **WITHIN 10 DAYS OF PURCHASE:**
 - All necessary documentation (Payment Form, invoice for service(s), W-9 form, and receipts) must be submitted by assigned deadline to the Student Development Office.
 - See Section 2 “Payment/Reimbursement” below.

B. Reimbursement

In order to make a payment or to receive a reimbursement, original documents such as invoices (signed to signify service has been rendered) and itemized receipts (no credit card receipts) must be turned in to your Division/Department (Student Development for clubs) and a requisition must be submitted no later than 10 days after the purchase is made. Copies of all documents associated with purchases made with ASG funds must be submitted to the Student Development Office or attached to the requisition in Escape. Originals must be submitted to the SOCCCD Business Services Office.

A complete reimbursement request usually requires approximately 3-4 weeks to process.

If the payment or reimbursement is for food, your requisition (5271, see the Catering section of this document) must be submitted and approved by the District prior to purchase. Please note you must allow at least two weeks for this approval process.

Advance, Blanket Requisitions - Student Development advises that you submit one requisitions for an entire event in advance. The vendor code of which can be the division from which the requisition is being made. The requisition should have estimated totals (or actual totals if available in advance.) Once the requisition is approved divisions can submit the District provided **ASG Payment Request Form**; the form would be made out to the individual payee (a vendor code must be in the system prior to submitting the payment request form.) This makes the payment process more efficient because one requisition is made for an entire event, and since the requisition will already be in “Ready for Payment” status, checks will be faster. Please discuss with Sheryl Mariano smariano@socccd.org before submitting to make sure everything necessary is accounted for.

Forms required and available at www.saddleback.edu/asg/allocationspending.html

- For food purchases: **Food Sign-in Sheet** recording the names of all attendees (purchases made from club personal accounts only).

- For meals for off-campus events and conferences (all off-campus events are considered travel—see section *8 Travel): Meal Sheet with all attendees including student ID #'s.
- **Budget Form** (for clubs, must be turned in at least two weeks prior to your event)
- Vendors: **W-9 Form**
- **Invoice Template**
- District provided **ASG Payment Request Form**. Receipts must be turned in with the **Payment Form**.
 - *Receipts must be original.*
 - Receipts must be itemized (see example below):

Save Mart Plus 28000 Marguerite Pkwy Mission Viejo, CA 92692	
Time: 8:55 am Date: 10/19/10	
Soda	\$1.00
Cookies	\$8.00
Pizza	\$10.00
Plates	\$5.50
Subtotal	\$24.50
Tax	\$1.90
Total	\$26.40

- If company name and address are not printed on the receipt, please turn in the company's business card and have the manager sign the receipt. Credit card receipts **cannot** be accepted as back up.
- Please do **not** make personal purchases with purchases to be reimbursed by the college or club account. (Ex. Your club is having a bake sale and with the supplies for the bake sale you would like to purchase a pack of gum for yourself, purchase the gum on a separate receipt.)
- If items are returned, either make a note on the original receipt or include the return receipt with the reimbursement form.
- If a payee name is on a receipt, the reimbursement request must be made out to the person who originally paid for the item or service.

C. Advances/Payment at time of service

Advance checks will only be processed for payments to be made to vendors at the time of service. For example, if your group is going to hire a DJ or caterer, and payment is expected at the time of service, it is possible to produce an advance payment provided all required documentation is submitted and complete at least one month prior to the date of service.

Advance checks will not be processed for SOCCCD and Saddleback College employees and students. Some exceptions may be made on a case-by-case basis for club travel only. A consultation meeting with the Student Development Office is required before any action in this regard is taken.

D. Catering (purchasing food & drink)

ASG money allocated for food and food services must adhere to the contracts that the ASG and the College have with the current vendors for cafeteria and beverage services. (Please see below)

- **Use of Object Code 5271** – Any purchase of food requires a requisition be submitted two weeks in advance of the event/purchase (using the 5271 object code) to obtain District approval as described in Board Policy 3520. Requisitions received after the event will not be payable.

- For upcoming events you may prepare and submit a requisition in Escape with the following information included in the body of the requisition. Please be very specific. The District requires the following information to be submitted in the body of the requisition:
 - Name of the Event
 - Purpose
 - Date
 - Times of the Event
 - Types of Expenses
 - Location
 - Attendees – Club members, students, community members, parents, spouses etc.
- As per requirements stated in the Cafeteria Services Contract held by the District and entrusted to ASG, all catering requests must first go through the Saddleback College Cafeteria, and an estimate must be received. However, if after the estimate has been made, a group can find a company that will provide the same or comparable product for a better price, then the group may go to an outside vendor.
- Likewise, all drinks must be ordered through the Cafeteria and must be products offered by the current contract holder, which is Pepsi (unless a product is not offered by the current beverage contract holder).

E. Travel

■ Associated Student Government Bylaws:

9.6 All groups receiving funding from ASG for travel must meet the following requirements:

9.6.1 Travel, for the purpose of funding requests, is defined to be any event outside of a 60 mile radius of Saddleback College, that requires any mode of transportation other than by vehicular means (car, bus, train, truck, etc) or an event that involves overnight stay.

9.6.2 ASG will sponsor up to, but no more, than 75 percent of any travel program.

9.6.3 All participants must be directly associated with the approved group.

9.6.4 All participants must purchase an SC ASB stamp.

9.6.5 All participants must be currently enrolled in a minimum of five units at Saddleback College as active students.

9.6.6 All participants must have an active transcript/grading history on record at Saddleback College.

9.6.7 All participants must have a minimum 2.0 cumulative G.P.A.

9.6.8 All participants must follow SOCCCD and Student Development processes and timeline or accessing ASG funds.

9.6.9 All participants must adhere to Board Policy 6125 referring to the Saddleback College Code of Conduct.

9.6.10 All groups and/or individuals planning to use ASG funds must complete a travel application through Student Development Office.

9.6.11 Allocations for meals during travel shall not exceed \$10.00 for breakfast, \$10.00 for lunch and \$15.00 for dinner per person per day of travel. The coordinator/advisor of the event shall be responsible for funds not spent, which will then be returned to the ASG Reserve for Mid-Year Allocations.

9.6.12 Upon return, the participants that received funding shall, as a whole, fill out the Travel Follow-Up Report Form with details regarding their travel, for strictly informative purposes, to be presented to the ASG Senate within 2-3 weeks following the date of return.

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- The club/student organization advisor must be willing to coordinate the planning of the travel program.

- If the travel program is a club/student organization activity then it will be planned through the Student Development Office. The Student Development Office will only work directly with **club advisors** on the planning of a travel event/program. We encourage the advisor to include the student leader(s) in this process, but due to the complexity of the planning required to travel, demonstrated advisor commitment is essential.
 - If a travel allocation is made to a division (not through a student club/organization) the division has the right to decide how to administer this process and thus may vary from the process outlined by the Student Development Office.
- Regarding the Student Development Office's process for planning travel programs with student clubs/organizations: A **mandatory travel consultation meeting** must be held **at least 3 months in advance** of when the conference registration payment is due.
 - **Again, the club advisor must be willing to coordinate the planning of the travel program.**
 - The representatives of the traveling group, along with at least the advisor, must attend the mandatory travel meeting and bring with them:
 - Completed **Travel Form**, which includes:
 - Airfare information
 - Conference information: registration paperwork, brochure packet, and conference schedule
 - Hotel information
 - Ground Transportation
 - Meal Sheet
 - Completed **Travel Budget Form**
 - All information provided in the conference packet
 - Final list of names and student ID numbers for all attendees
 - If funding is coming from ASG or ICC, all students attending must:
 - Have a current ASB stamp.
 - Be enrolled in 5 units minimum at Saddleback College
 - Have a minimum 2.0 overall G.P.A.
 - Please note: ASG only funds Saddleback College students. IVC students must appeal to ASIVC for funding.
- **Any organization wishing to use ASG funds for travel will need to have at least 25% of the travel total deposited in to the Foundation or a club account *before* the mandatory travel meeting.**
- **Travel Waiver Forms** (available at www.saddleback.edu/asg/allocationspending) for each of the students attending the conference must also be submitted at the mandatory travel meeting.
 - 75% of travel amount will be reduced if the number of students is reduced, and the organization's personal account will be required to pick up any extra costs incurred.
 - For example, if airfare is purchased for an attendee and after the purchase he or she must back out of the conference, ASG must be reimbursed for the cost of the ticket.
 - The Travel Waiver Form states that if money is spent, the student or club is responsible to reimburse ASG for any expenses incurred if a student should decide to decline attending.
- **At the mandatory travel consultation meeting the group's ability to schedule and utilize the ASG credit card will be discussed.** If funding for the trip is coming from ASG or ICC, and there is space on the credit card, it *may* be possible to use the ASG credit card to make accommodations for airfare, hotel and conference registration. Reservations to use available credit card funds will be made at our after the mandatory meeting only. We must know the amount needed at the time of the reservation.
 - If the ASG credit card cannot be used, either a student or advisor will need to secure accommodations on a personal credit card, if needed, until a check can be cut.
 - Expenses charged to a personal credit card ***cannot be reimbursed*** until after the completion of the trip, and all paperwork is completed.
 - All associated issues with reimbursements will be discussed at the mandatory travel meeting. *For example*, proof of airline travel must be provided (boarding pass/stub) in addition to the payment receipt. There are many other such considerations to discuss.

- A **Travel Waiver Form** must be filled out by each student who plans to travel prior to purchasing accommodations in relation to the conference.
 - The Student Development Office will provide you with a copy of the waiver form online.
 - Fill in the name of the event, date, time and place.
 - Return the completed waiver forms to the Student Development Office. Keep a copy of the emergency information for the traveling advisor to take with him/her on the trip.

- Work with the Student Development Office to fill out the necessary paperwork. **Please give at least three months** processing time before the travel is to occur. The planning of a travel program is very complex and a good amount of time, planning, and an orientation to detail is essential to accomplish any travel opportunity.

- Student Development advises all travelling groups to make preliminary travel meetings to ask any and all planning questions needed to fill out the required paperwork.

- **Special Consideration: Out-of-State Travel**
 - All out of state travel must be approved by the South Orange County Community College District (SOCCCD) Board of Trustees, before any payment can be made on airfare, hotel accommodations, etc.
 - The process of approval by the SOCCCD Board of Trustees takes approximately 6-8 weeks, but to make sure that travel accommodations can be made, the process should (and can be) completed at least a month before the mandatory travel meeting must take place.
 - See your Division or Advisor to complete a Board Agenda Form.
 - Make sure Board Agenda Form is sent through your Division/Advisor's department to the President's office. Sophie Miller, the Executive Assistant to the President, handles the Board Agenda items for the College.
 - Please bring this information to the mandatory travel meeting with the Student Development Office.

F. Duplication

FOR DIVISIONS/DEPARTMENTS: Submit duplication forms with the Division Dean or Administrative Assistant's signature and correct account number. Funds must be available in the 4580 (in-house duplication) account. Please budget for the duplication charges that have been incurred but have not been deducted from your account, as it can take three months for the charges to be debited from your account. If funds are not available in the correct account, the charge will have to be re-routed to the division's office as ASG cannot incur costs above those allocated during the grant process.

FOR CLUBS: Fill out duplication form and you ***must*** get a signature from a Student Development staff member. Return the pink portion of the duplication form to the Student Development Office. Please budget for the duplication charges that have been incurred but have not been deducted from your account, as it can take three months for the charges to be debited from your account.

G. CONTRACTS:

Saddleback College Associated Student Government (ASG) Contract and Agreement Approval Process

No employee shall enter into contract or agreement which obligates the College, District or Associated Student Government (ASG) without following the procedures detailed below.

Step 1. Please refer to Section 5.7 Contracts in the Fiscal Office Guide (FOG) before proceeding with this process. This process is to work in conjunction with what is outlined in the Fiscal Office Guide, Section 5.7 Contracts, and in no way should be construed as to replace the process as outlined therein.

Step 2. The Associated Student Government (ASG) must be identified as the funding source of the proposed expenditure. ASG funds must be officially awarded before access is granted. An official award letter containing assigned account number(s), as well as information about the specific nature of the award, will be given to every awardee. This document serves to officially identify the funding source.

- Step 3.** A. Complete an Escape ASG requisition identifying:
1. the amount of the financial obligation,
 2. duration of contract/agreement, and
 3. the purpose of the contract/agreement.
- B. Submit a hard copy of the requisition, a copy of the contract/agreement, as well as the ASG award letter, to your administrator/manager for approval.

- Step 4.** If approved, the administrator/manager shall:
- A. initial the bottom of the last page of the contract and send the unsigned contract, and a copy of the requisition, to the Vice President of Instruction or the Vice President of Student Services (whomever oversees your Division),
 - B. the appropriate Vice President will the submit the contract and requisition copy to the Deputy Chancellor for signature, and
 - C. the administrator/manager will then approve the requisition in the Escape system.

All associated payments must be processed in accordance with College and SOCCCD Business Services Office policies (e.g., submit a W-9 and an invoice).

Step 5. The manager shall keep a file copy of the requisition, ASG award letter, and contract/agreement for a minimum of 3 years.

If any employee(s) violates this process and singularly enters into a contract or agreement without appropriate authorization there is no guarantee of payment to the vendor or reimbursement to the employee. Under no circumstances must an employee personally pay for a contract or agreement.

H. Speakers

- All speakers invited to the campus to speak need to be approved by the President via the **Speakers Form** (available online from this page: <http://www.saddleback.edu/forms/>). If speakers are to be paid, they must also be approved by the Board of Trustees (BOT) before the payment process can begin. Please remember that the BOT meets only once a month so timing is critical. Please contact Sophie Miller, Executive Assistant to the President, to process the Board Agenda Request. **Divisions/Departments must verify that the speaker was approved prior to submitting a requisition.**
- Board Agenda Requests need to be received by the President of the College approximately a month before the Board meets, so please plan accordingly. The process by which to obtain approval by the SOCCCD Board of Trustees takes approximately a month and a half.
- All speakers are paid under the object code 5811 Contract Services. A blanket requisition must be completed and forwarded to the Student Development Office (via Escape). Both an invoice and a W-9 will must also be completed, and turned in to the SOCCCD Business Services Office, and a copy attached to the requisition in Escape or sent to the Student Development Office, to receive payment.

I. Online Ordering & Shipping

- If purchases are made online or require shipping, all items must be shipped to the campus. Items shipped elsewhere will not be eligible for reimbursement.
- Online invoices must prove that payment was made; the invoice must show a credit card used (last 4 digits of the card appear on the invoice) and show a balance of \$0 or an amount shown as paid.

Appendix A: Quick Tips

1. **Do not procrastinate, work ahead.** In our district, it takes a very long time to process payments and reimbursements. If you're ordering food, it takes longer. Work ahead!
2. **Think like an accountant.** What sort of substantiation do you think you would need when processing a payment or reimbursement? For instance, you may need an invoice with address and tax ID number. Scrutinize your paperwork and be sure all of your bases are covered.
3. **When purchasing food,** please allow enough time for the approval process. All food orders MUST be approved by the District BEFORE your event takes place. Any requisitions received by the District for food after the event date **will not** be paid. No exceptions can be made as this is a Board Policy.
4. **Checks are not generated in the Student Development Office.** Once the requisition is generated in the Student Development Office (for clubs) or sent through the approval process (for those using ASG funds from Divisions), the checks will be cut at the District. Checks are cut on Thursdays. Please keep in mind when developing requisitions for payments and reimbursements that checks are not cut on a daily basis. Please work ahead.
 - Please note that your division contact (Senior Administrative Assistant) with access to Escape will check on the status of payments should you have a question.
5. **CLUBS, when spending ASG money:**
 - If you request funds of ICC and are awarded, that's only the first step in the process. You must then turn in your Event Planning and Budget Forms to the Student Development Office so a requisition can be generated to reimburse and process all payments.
 - If you intend on ordering food or process and advance payment, turn in your Event Planning and Budget Forms at least ***three weeks prior*** to the event to give sufficient time for the District to approve of the order and generate payments if necessary.
 - Ask questions before acting.
 - Be sure every member of your club is informed on how to spend money.
 - The Student Development Office simply wants to be sure you get reimbursed and have the ability to pay vendors. Between the specific ASG and District rules, things can get complicated.
6. **Pay for your travel event as early as you possibly can.**
7. **Don't assume anything, and be sure to ask questions!**

Appendix B: For Clubs – Visual Representation of Requisition Process

When you're planning an event:

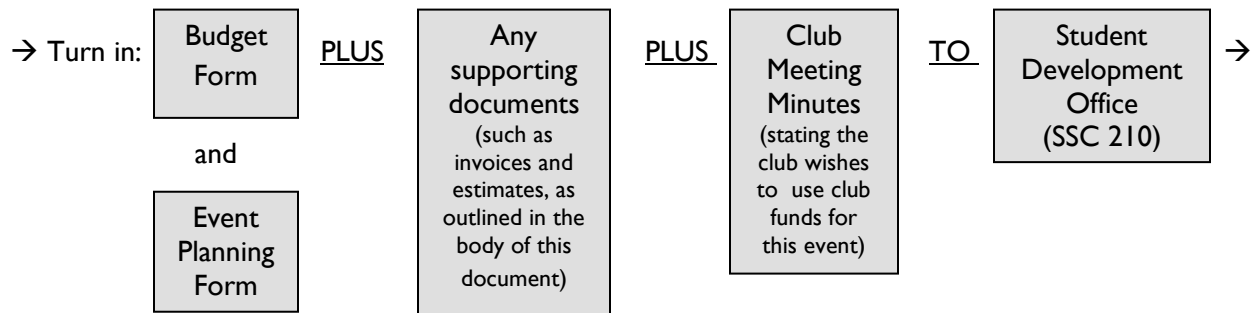
A. You'll either use your own club funds,

OR

B. you'll request funding from the Inter-Club Council (ICC) and potentially use any allocation with club funds.

A. Using Club \$\$

Note: when purchasing food, beverages, or any edible items, this process must be initiated and fully approved by the District prior to your event. Please allow at least three weeks for processing.



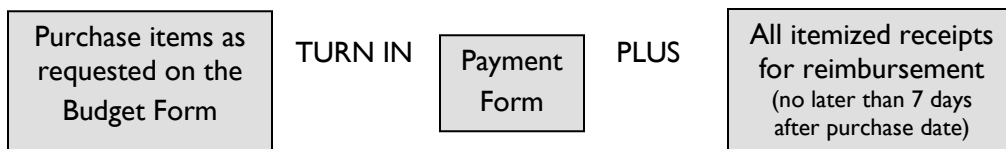
THEN →

Student Development will:

Return your budget form with terms & agreements via email. This is the confirmation that purchases may be made.

THEN →

Club members will:



THEN →

The Student Development Office

will use all of the information in these documents provided by you to:



B. Requesting \$\$ from ICC

Note: when purchasing food, beverages, or any edible items, this process must be initiated and fully approved by the District prior to your event. Please allow at least three weeks for processing and, in addition, keep in mind dates for submitting items to be placed on the ICC agenda.

TURN IN:

ICC
Agenda
Request

PLUS

Funding
Request
Form

TO: JUSTIN HUFT (VP of ICC)

THEN →

If the funds are allocated, proceed with the following steps:

TURN IN:

Budget
Form

PLUS

Any
supporting
documents
(such as
invoices and
estimates, as
outlined in the
body of this
document)

PLUS

Club
Meeting
Minutes
(stating the
club wishes
to use club
funds for
this event)

TO

Student
Development
Office
(SSC 210)

→

and
Event
Planning
Form

THEN →

Student Development will:

Return your budget form with terms & agreements via email. *This is the confirmation that purchases may be made.*

THEN →

Club members will:

Purchase items as
requested on the
Budget Form

TURN IN

Payment
Form

PLUS

All itemized receipts
for reimbursement
(no later than 7 days after
purchase date)

THEN →

The Student Development Office
will use all of the information in these documents provided by you to:

**Generate a
Requisition of
Funds from
the District.**

TO GET

**\$\$\$\$ for payments and/or
reimbursements
in the form of checks.**

* Please note this process takes
approximately a month, so plan
accordingly