ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY:	**ACCOUNTS PAYABLE POLICY**
EFFECTIVE DATE:	**SEPTEMBER 21, 2018**
REVISED DATE:	**SEPTEMBER 21, 2018**
APPROVAL DATE:	**NOVEMBER 5, 2021**

DEFINITIONS

ASI Accounts Payable (AP):
Funds ASI pays or reimburses for goods or services from a contractor or a staff purchased on behalf of ASI.

Control Group:
A PeopleSoft generated report summarizing vouchers to be processed as check payments or reimbursements.

Interunit Transfer:
Electronic exchange of funds between units at CSUSM.

Petty Cash:
Funds used to reimburse for approved vouchers totaling $50 or less.

PeopleSoft:
Financial System used by CSUSM.

Requisition:
Compliation of supporting documents for the vouchers entered on the Control Group report.

PURPOSE

The purpose of this policy is to outline the proper internal controls for processing and recording payments and invoices, purchases, and reimbursements for all Associated Students, Inc. of California State University San Marcos (herein called ASI) and student organization accounts.

POLICY

I. ASI utilizes two methods for processing payments for goods and services
1. Reimbursements via check, direct deposit, or petty cash.
2. Payments via ProCard, interunit transfer, direct deposit, or check.
II. ASI also processes reimbursements or payments on behalf of campus recognized Student Organization operations.

III.   ASI staff adheres to CSUSM Cash Handling Policies.

IV.   ASI will process payment within 45 calendar days of of performance completion date of services or receipt of an undispused invoice, whichever is later.

PROCEDURE

I.   Reimbursement or payment process

    1. A current, completed Payee Data Form must be submitted or on file.

       a) This form is received by ASI Professional Staff and entered into PeopleSoft by CSUSM Accounts Payable staff.

    2. An ASI Expenditure Request Form (ERF) must be completed to receive reimbursement or to process payment.

       a) ASI ERF requires the signature of the individual requesting the reimbursement and the department supervisor or the ASI Executive Director.

       b) CSUSM Sponsored Student Organization ERF requires the signature of the Student Organization President, Treasurer, and Faculty/Staff Advisor.

          i. All student organizations that fall under the supervision of Campus Recreation require additional signature approval from designated Campus Recreation staff member.

    3. Requisitions with back-up documentation are to be submitted within the same fiscal year of the purchase.

    4. Requisitions are processed weekly by the designated ASI Professional Staff by entering the information into the PeopleSoft system as a Control Group.

    5. The Control Group report with correlating requisition packet and back up documentation are signed by the preparer then reviewed, approved, and signed by the ASI Executive Director and the ASI Executive Vice President.

    6. All control groups, requisitions and documentation are scanned and digitally formatted for ASI office record.

    7. All control groups, requisitions and documentation are then submitted to CSUSM Accounts Payable department on a predetermined weekly due date.

II.   Receipt of reimbursement via check

    1. Checks are prepared by the CSUSM Accounts Payable department within approximately two days after the submission of all requisition materials.

    2. Checks for students, ASI staff, university staff or vendors can be picked up in the ASI Office by requestor or designee or mailed.

    3. The check log is signed upon receipt of the cheks or mailing of the check.

    4. The CSUSM Accountant designated to ASI tracks and reviews all payments and generates a summary of Accounts Payables (AP) outstanding checks semesterly as part of the ASI Financial Reconciliation.

III.   Receipt of reimbursement via petty cash payment

    1. Total petty cash funds of $300 are maintained by designated ASI Professional Staff per ASI Cash Handling policy.

    2. Payments for goods and services $50 or less may receive reimbursement through petty cash.

    3. An Expenditure Request Form (ERF) must be completed and include itemized receipts with any supporting documentation related to purchase.

4. Requisitions with back up documentation should be submitted within the same academic year of purchase.
5. Upon receipt for reimbursement, the designated ASI professional staff completes a Petty Cash Fund Voucher, enters the transaction in the Petty Cash Log and the requestor of the funds signs the Voucher and log prior to obtaining the cash.
6. Reimbursement forms with documentation and the petty cash vouchers are submitted to the University Cashiers Office for replenishment of the Petty Cash funds per ASI Cash Handling policy.

IV. Credit Card Payment Process
1. ASI provides ProCard for purchases of goods, services, and travel. ProCard purchases and usage will be made in accordance with the ASI Corporate Credit Card Policy.
2. The ProCard user or supervisor reconciles, approves, and signs all charges into PeopleSoft monthly. The ProCard user will have their approving official sign and approve their monthly reconciliation.
3. The ASI ProCard administrator will report to the University Accounts Payable the total amount due for all ProCard charges weekly for processing of payments.

RELATED DOCUMENTS

I. ASI Expenditure Request Form (ERF)
https://www.csusm.edu/asi/documents/forms/asi_expenditure_request_form_erf.pdf
II. CSUSM Accounts Payable Training
https://www.csusm.edu/fs/ap/apdocs/ap_training_manual_9.2.pdf
III. Payee Data Record
https://adobesigndynamicworkflow.csusm.edu/ap
IV. CSUSM Accounts Payable Department
https://www.csusm.edu/fs/ap/index.html
V. CSU Debit/Credit Card Payments
https://calstate.policystat.com/policy/8670322/latest/
VI. Placement and Control of Receipts for Campus Activities and Programs
https://calstate.policystat.com/policy/8543193/latest/
VII. CSU Contracts and Procurement Policy
https://calstate.policystat.com/policy/7865355/latest/