



**ASI Executive Committee 2018/2019**

Savana Doudar  
 President & CEO

Kenny Tran  
 Executive Vice President

Michelle Tran  
 VP of Student & University Affairs

Lucas Dias  
 Chair and Chief of Staff

**Advisors**

Annie Macias  
 Executive Director

Ashley Fennell  
 Asst. Director, Government Affairs  
 & Initiatives

**ASI Executive Committee Minutes 19-04**

Friday, September 21<sup>st</sup> at 9:00 am  
 ASI Conference Room USU 3700

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> The meeting was called order at 9:08am	Lucas Dias Chair & Chief of Staff
02	<b>Roll Call</b> Present: Savana, Michelle, Lucas, Annie, Ashley Absent: Kenny	Lucas Dias Chair & Chief of Staff
03	<b>Recognition of Guests</b> None	Lucas Dias Chair & Chief of Staff
04 Action	<b>Approval of Agenda</b> Michelle motioned to approve agenda Savana-2 <sup>nd</sup> Motion Carries	Lucas Dias Chair & Chief of Staff
05 Action	<b>Approval of Minutes</b> Savana motioned to approve agenda Michelle -2 <sup>nd</sup> Motion Carries	Lucas Dias Chair & Chief of Staff
06 Information	<b>Open Forum</b> Annie reviewed budget guidelines that were brought to Internal Operations last week. She mentioned needing to update these for upcoming budget cycle.	Lucas Dias Chair & Chief of Staff
07 Action	<b>Corporate Credit Card Policy</b> Description: Annie Macias will present the updated policy, and request approval. Fiscal Impact: None See attached document Annie reviewed purpose of policy. Savana had questions about per diem. Michelle motioned to approve the corporate credit card policy Savana-2 <sup>nd</sup> Motion Carries	Annie Macias Executive Director
08 Action	<b>Document Retention and Destruction Policy</b> Description: Annie Macias will present the updated policy, and request approval. Fiscal Impact: None See attached documents reviewed Annie reviewed current practices in ASI in comparison to Chancellor's Office and Auxiliary requirements. Changes focus on updating timelines for retention to be in compliance. These documents dictate what documents to keep and for how long. Lucas had questions about fiscal year timelines. Michelle motioned to approve the document retention and destruction policy Savana-2 <sup>nd</sup> Motion Carries	Annie Macias Executive Director
09 Action	<b>Accounts Payable Policy</b> Description: Annie Macias will present the updated policy, and request approval. Fiscal Impact: None See attached document	Annie Macias Executive Director

	<p>Annie reviewed the difference between accounts payable and accounts receivable. She reviewed that this documents covers how we pay for goods.</p> <p>Michelle wondered about where the policy and procedures are housed. Annie mentioned the ASI website is where the final documents are as well as the ASI shared drive while in draft form.</p> <p>Lucas wondered about timelines for requisitions</p> <p><b>Savana motioned to approve the document retention and destruction policy</b></p> <p><b>Michelle-2<sup>nd</sup></b></p> <p><b>Motion Carries</b></p>	
<b>10 Information</b>	<p><b>Reports</b></p> <p>Lucas mentioned scheduling GEL presentations as well as outreaching to professors we have not scheduled with yet. He will also be scheduling check-in meetings with the BOD members.</p> <p>Michelle reviewed SAC Wellness Development Plan she would like to bring to the next SAC meeting. Annie mentioned looking at need first, before what will be in the potential wellness building.</p> <p>Savana mentioned meeting with campus partners and connecting with more about basic needs.</p> <p>Annie mentioned Halloween contest. She also covered basic needs.</p> <p>Ashley mentioned BOD applications and Lobby Corp interviews. She also mentioned Cougar Pantry operations.</p>	Lucas Dias Chair & Chief of Staff
<b>11 Information</b>	<p><b>Announcements</b></p> <p>Michelle mentioned National Voter Registration Day on 9/25.</p> <p>Ashley reminded them about Candidate Forum, ASI Town Hall, Giving Day, and dates she and Annie will be out of the office.</p> <p>Annie also mentioned Giving Day and the Food Insecurity Fund.</p>	Lucas Dias Chair & Chief of Staff
<b>12 Action</b>	<p><b>Adjournment</b></p> <p>Savana motioned to adjourn</p> <p>Michelle-2<sup>nd</sup></p> <p>The meeting was adjourned at 9:57pm</p>	Lucas Dias Chair & Chief of Staff

I, Lucas Dias, 18/19 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by the Executive Committee of Associated Students, Inc., at a regularly scheduled meeting held on October 23, 2018

*Lucas Dias*

Lucas Dias

*11/5/18*

Date



ASSOCIATED STUDENTS, INC.

## STANDARD OPERATIONS POLICY & PROCEDURE MANUAL

**POLICY:** CORPORATE CREDIT CARD POLICY

**APPROVAL DATE:** XX/XX/XXXX

### PURPOSE

The Associated Students Inc. (ASI) Corporate Credit Card Policy and Procedures provides guidance to ASI business purchasers, approvers, and payment processes for purchases conducted on behalf of Associated Students, Inc.

### POLICY AND PROCEDURES

#### 1. Introduction

- 1.1 It is the policy of ASI to authorize the issuance of corporate credit cards for purchases of goods, services, and travel.
- 1.2 Corporate credit card purchases shall be made in accordance with ASI purchasing policies.
- 1.3 Travel related purchases shall be made in accordance with the ASI Travel Policy.
- 1.4 The corporate credit card program has been implemented to provide an easy and expeditious method to conduct ASI business. To ensure proper fiscal accountability, the following policy has been established for employee use of corporate credit cards.

#### 2. Terms and Definitions

- 2.1 *ProCards* – Also known as Purchase Cards, Procurement Cards and abbreviated as Pcard. A corporate credit card provided as a matter of convenience to facilitate the payment of expenses incurred for ASI business purposes and business related travel purposes only.

#### 3. Guidelines for Corporate Credit Cards

- 3.1 Authorized Use and Restriction
  - 3.1.1 Purchases must be made in accordance with established ASI policies for expenses associated with official business that directly benefit ASI.
- 3.2 Card Issuance
  - 3.2.1 The corporate credit card is issued to ASI in an individual's name or specific department; ASI is responsible for all payments.
  - 3.2.2 There is no personal liability on the card unless the cardholder violates the terms by making a personal purchase or an unauthorized purchase.
  - 3.2.3 Prior to receiving an ASI corporate credit card, each individual cardholder will be required to review the Credit Card Policy, ProCard Manual, and sign the Corporate Credit Card Agreement.
  - 3.2.4 Once issued, the cardholder has sole responsibility for and is the sole authorized user of the ASI Corporate Credit Card.

- 3.3 Conflict of Interest
  - 3.3.1 Cardholders are delegated limited purchasing authority on behalf of ASI and, as such have the responsibility to ensure that purchases made on their corporate card do not fall within the definitions of a conflict of interest.
  - 3.3.2 Gifts, gratuities, rebates, kickbacks, rewards points/credits, or other incentives provided to a cardholder, which influence or appear to influence the decision to make a purchase from a vendor is considered a conflict of interest purchase.
  - 3.3.3 Transactions in which the cardholder has a financial interest also constitutes a conflict of interest that must be disclosed.
  - 3.3.4 Conflict of interest purchases may subject the cardholder to suspension or revocation of the corporate card and will result in the reporting of the conflict of interest violation to management for review.
  
- 3.4 Maximum Individual Expenditure
  - 3.4.1 ProCards may be used for individual purchases up to \$2,500.
  - 3.4.2 Individual purchases exceeding this amount, temporary increases or permanent increases on an employee's account must have advance written approval of the Executive Director.
  - 3.4.3 Splitting expenses to circumvent the individual purchase maximum may result in suspension or revocation of the corporate credit card.
  
- 3.5 Maximum Monthly Expenditures
  - 3.5.1 ProCards may be used for purchases totaling up to \$10,000 in a one-month period.
  - 3.5.2 Monthly totals exceeding this amount or permanent increases/decreases on an employee's account must have advance approval of the Executive Director.
  
- 3.6 Conditional Uses of ProCards
  - 3.6.1 Certain transactions are restricted due to ASI policy and must have advance written approval from the Executive Director or designee prior to incurring the expenditure. Examples include:
    - 3.6.1.1 Hospitality Expenditures: Hosting items may be purchased, but only within the guidelines of ASI Hospitality Policy.
    - 3.6.1.2 Computer Items (including hardware and software)
    - 3.6.1.3 Telephones, cell phones, and handheld devices
  
- 3.7 Prohibited Uses of ProCards
  - 3.7.1 The ASI Corporate Credit Card may not be used to procure the following items:
    - 3.7.1.1 Alcohol (with the exception of prior approval and a signed alcohol approval form).
    - 3.7.1.2 Cash advances
    - 3.7.1.3 Capitalized furniture and equipment
    - 3.7.1.4 Firearms and ammunition
    - 3.7.1.5 Narcotics
    - 3.7.1.6 Animals
    - 3.7.1.7 Purchases which result in a conflict of interest, resulting in personal gain, or which violate ASI policies or procedures
    - 3.7.1.8 Personal purchases

- 3.8 Corporate Credit Cards Used for Travel
  - 3.8.1 Authorized Use and Restrictions
    - 3.8.1.1 The corporate credit card is for professional use and provides employees with a convenient and flexible method to incur approved business-related travel expenses.
    - 3.8.1.2 Authorization from the employees' supervisor and the Executive Director to travel is required prior to travel expenditures.
    - 3.8.1.3 The individual to whom the credit card is issued is responsible for the payment of any charges not approved prior to travel.
  - 3.8.2 Appropriate Uses of ProCards Used for Travel
    - 3.8.2.1 Examples of appropriate travel expenses may include the following:
      - 3.8.2.1.1 Airfare tickets
      - 3.8.2.1.2 Rental Car expenses
      - 3.8.2.1.3 Conference fees
      - 3.8.2.1.4 Lodging

#### 4. Procedures

- 4.1 Reporting Lost or Stolen Cards
  - 4.1.1 The individual to whom a credit card is issued is responsible for its safekeeping. The loss of a credit card must be reported immediately to the employee's approving official and the ASI ProCard Administrator.
- 4.2 Cancellation of Cards
  - 4.2.1 Upon employee separation or termination of employment, the employee will be required to surrender the credit card to the employee's approving official and the ASI ProCard Administrator.
  - 4.2.2 All records of previous purchases must also be provided to the ASI ProCard Administrator.
- 4.3 Revocation or Suspension of Corporate Credit Card
  - 4.3.1 Failure to comply with the ASI Corporate Credit Card Policy and the guidelines outlined in the ASI ProCard Manual may result in suspension or revocation of the employee's purchasing card. It may also result in discipline up to and including termination of employment.



<b>POLICY:</b>	<b>DOCUMENT RETENTION AND DESTRUCTION</b>
<b>APPROVAL DATE:</b>	<b>XX/XX/XXXX</b>

**PURPOSE**

To establish policy and procedures ensuring that legal and regulatory requirements associated with the retention and disposition of Associated Students, Inc. (ASI) records and information are met.

**POLICY AND PROCEDURES**

**1. METHOD OF RETENTION**

- 1.1 ASI shall maintain records in electronic or paper form.
- 1.2 Records shall be stored in the ASI offices or in a storage facility provided by California State University San Marcos.
- 1.3 ASI shall maintain a record of where documents are stored or located so that they may be accessed within a reasonable period of time.

**2. DOCUMENT DESTRUCTION, INCLUDING PROHIBITION ON DOCUMENT DESTRUCTION**

- 2.1 Documents not covered by this policy shall be destroyed within a three-year rolling period.
- 2.2 Documents covered by this policy must be maintained at a minimum for the period established but may be maintained for a longer period of time.

**3. PROVISION OF DOCUMENTATION FOR INVESTIGATIONS OR LITIGATION**

3.1 Documents requested and subpoenaed by legally authorized personnel will be provided within the time period requested or required. The ASI Executive Director, in consultation with the Vice President of Student Affairs of California State University San Marcos, will authorize provision. In the absence of the ASI Executive Director, provision will be authorized by the Vice President of Student Affairs. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

**4. DOCUMENT RETENTION SCHEDULE**

**4.1 Corporate Records**

- 4.1.1 Article of Incorporation to apply for corporate status and any amendments Permanent
- 4.1.2 IRS Form 1023 (in the USA) to file for tax-exempt and/or charitable status and amendments Permanent
- 4.1.3 IRS letter recognizing ASI's tax exempt status Permanent

4.1.4	Codes of Governance and By Laws	Permanent
4.1.5	Board of Directors' and Administrative policies	Permanent
4.1.6	Board of Directors' Resolutions	Permanent
4.1.7	Board of Directors, Executive, and standing committee meetings minutes	Permanent
4.1.8	List of Board of Directors members, contact information, and the dates of their term(s)	Permanent
4.1.9	Annual Conflict of Interest disclosure statements	Permanent
4.1.10	Sales tax exemption documents	Permanent
4.1.11	Tax or employee identification number designation	Permanent
4.1.12	Annual tax corporate filings	Permanent
4.2	Financial Records	
4.2.1	Charts of Accounts	Permanent
4.2.2	Fiscal Policies and Procedures	Permanent
4.2.3	Financial audits by outside auditing firms and the CSU Chancellor's Office	Permanent
4.2.4	Financial statements	Permanent
4.2.5	General Ledger	Permanent
4.2.6	Check registers/books	4 Years
4.2.7	Requisitions	4 Years
4.2.8	Bank deposit slips	4 Years
4.2.9	Cancelled checks	4 Years
4.2.10	Invoices	4 Years
4.2.11	Investment records (deposits, earnings, withdrawals)	4 Years
4.2.12	Property/asset inventories	4 Years
4.2.13	Petty cash receipts/documents	4 Years
4.2.14	Credit Card receipts	4 Years
4.3	Tax Records	
4.3.1	Federal and State annual tax returns	Permanent
4.3.2	Business records that support federal and state annual returns	Permanent
4.3.3	Payroll registers	7 Years
4.3.4	Filings of fees paid to professionals (IRS Form 1099 in the USA)	7 Years
4.3.5	Payroll tax withholdings	7 Years
4.3.6	Earnings records	7 Years
4.3.7	Payroll tax returns	7 Years
4.3.8	W-2 statements	7 Years
4.4	As of July 1, 2011 personnel records are maintained by the California State University San Marcos (CSUSM) Corporation.	
4.4.1	Employee offer letters	3 Years
4.4.2	Confirmation of employment letters	5 years after separation or termination

4.4.3	Benefits descriptions per employee	5 years after separation or termination
4.4.4	Pension records	5 years after separation or termination
4.4.5	Employee applications and resumes	2 Years
4.4.6	Promotions, demotions, letter of reprimand, termination	5 years after separation or termination
4.4.7	Job descriptions, performance goals	5 years after separation or termination
4.4.8	Workers' Compensation records	5 years after date of injury or date on which Workers' Compensation benefits were last provided, whichever occurs later. Cases involving Permanent Disability should be kept permanently.
4.4.9	I-9 Forms	3 years or 1 year after termination of employment, whichever is longer.
4.4.10	Time reports	7 Years
4.5	Insurance Records: All insurance policies, including but not limited to:	
4.5.1	Liability Insurance policy	Permanent
4.5.2	Workers' Compensation Insurance policy	Permanent
4.5.3	Insurance claims applications	3 years after policy expiration date
4.5.4	Insurance disbursements and/or denials	3 years after policy expiration date
4.6	Contracts	
4.6.1	All insurance contracts	Permanent
4.6.2	Employee contracts	Permanent
4.6.3	Construction contracts	10 years following issuance of notice of completion of project
4.6.4	Legal correspondence	Permanent
4.6.5	Leases/deeds	4 years from end of fiscal year in which contract is completion or terminated
4.6.6	Vendor contract	4 years from end of fiscal year in which contract is completion or terminated
4.7	Donations/Funder Records	
4.7.1	Grant dispersal contracts	Permanent
4.7.2	Donor lists	Permanent
4.7.3	Grant applications	7 Years
4.7.4	Donor Acknowledgements	7 Years
4.8	Management Plans and Procedures	
4.8.1	Strategic Plans	7 Years
4.8.2	Disaster Recovery Plan	7 Years
4.8.3	Staffing, programs, marketing, finance, fundraising, and evaluation plans	7 Years



## References

CSU Records/Information Retention and Disposition Schedules. (18, August 23). Retrieved from

<http://www.calstate.edu/recordsretention/>

CSUSM Corporation Policies, Procedures and Forms. (17, July 1). Retrieved from

[https://www.csusm.edu/corp/businesssvcesandfinance/policies\\_proc\\_forms/index.html](https://www.csusm.edu/corp/businesssvcesandfinance/policies_proc_forms/index.html)



<b>POLICY:</b>	<b>ACCOUNTS PAYABLE</b>
<b>APPROVAL DATE:</b>	<b>XX/XX/XXXX</b>

## PURPOSE

To establish policy and procedures outlining the proper internal controls for processing and recording payments and invoices, purchases, and reimbursements for all Associated Students, Inc. (ASI) and student organization accounts.

## POLICY AND PROCEDURES

ASI Accounts Payable (AP) are the amounts of funds ASI owes because it purchased goods or services on credit from a supplier, vendor or a staff purchased goods on behalf of ASI. ASI utilizes three methods for processing payments for goods and services: reimbursements via check, reimbursements via or petty cash, and payments via credit cards.

1. Reimbursement Process:
  - 1.1 An Expenditure Request Form (ERF) must be completed to receive reimbursement. There are two different forms:
    - 1.1.1 ASI ERF (Attachment A) requires the signature of the individual requesting the reimbursement and the department supervisor or the Executive Director.
    - 1.1.2 Campus Sponsored Student Organization ERF (Attachment B) requires the signature of the Organization President, Treasurer, and Advisor.
  - 1.2 Requisitions with back up documentation are to be submitted within the same academic year of the purchase.
  - 1.3 Requisitions are processed weekly by the ASI Designate Staff by entering the information into the PeopleSoft system as a Control group.
  - 1.4 The control group report with correlating requisition and back up documentation are signed by the preparer, reviewed by the Executive Director and the ASI Executive Vice President.
  - 1.5 All control groups, requisitions and documentation are scanned for ASI office record.
  - 1.6 All control groups, requisitions and documentation are then submitted to University Accounts Payable department on a predetermined weekly due date.
2. Reimbursement process via a check payment:
  - 2.1 Checks are prepared by the University Accounts Payable Department within about two days after the submission of all requisition materials.
  - 2.2 Checks for students, ASI staff, university staff or vendors can be picked up in the ASI Office, hand delivered with a check form signed by the recipient of the check or mailed and the check log is signed upon receipt.

- 2.3 The university accountant tracks and reviews all payments and generates a summary of Accounts Payables (AP) outstanding transactions as part of the ASI Monthly Financial Reconciliation.
3. Reimbursement process via petty cash payment
    - 3.1 Petty cash accounts of two hundred dollars are maintained by ASI designated Professional Staff. ASI staff adheres to CSUSM Cash Handling Policies.
    - 3.2 Payments for goods and services under fifty dollars may receive reimbursement through petty cash.
    - 3.3 An Expenditure Request Form (ERF) must be completed and include itemized invoices or receipts with supporting documentation.
    - 3.4 Requisitions with back up documentation should be submitted within the same academic year of purchase.
    - 3.5 There are two different forms.
      - 3.5.1 ASI ERF requires the signature of the individual requesting the reimbursement and the department supervisor or the ASI Executive Director.
      - 3.5.2 Campus Sponsored Student Organization ERF requires the signature of the Organization President, Treasurer, and Advisor. Prior to processing campus sponsored student organization requisitions, ASI staff will check the balance in the student organization account to assure funds are available.
    - 3.6 Upon receipt for reimbursement, the ASI staff completes a Petty Cash Fund Voucher, enters the transaction in the Petty Cash Log and the recipient of the funds signs the Voucher and log prior to obtaining the cash.
    - 3.7 Reimbursement forms with documentation and the petty cash vouchers are submitted to the University Cashiers Office for replenishment of the Petty Cash account.
2. Credit Card Payment Process
    - 2.1 ASI provides corporate credit cards for purchases of goods, services, and travel. Corporate credit card purchases and usage will be made in accordance with the ASI Corporate Credit Card Policy.
    - 2.2 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.
    - 2.4 The ASI ProCard administrator will report to the University Accounts Payable the total amount due for all ProCard charges weekly for processing of payments.