



California State University, San Marcos
 San Marcos, CA 92096-0001
 (760) 750-4990 Fax (760) 750-3149
 Established 1991

SI Executive Committee 2019/2020

Kenny Tran
 President & CEO

Mariana Rosales
 Executive Vice President

Michelle Tran
 VP of Student & University Affairs

Jae Freeman
 Chair and Chief of Staff

Advisors

Annie Macias
 Executive Director

Ashley Fennell
 Asst. Director, Government Affairs
 & Initiatives

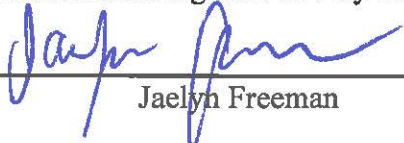
ASI Executive Committee Minutes 20-01

Wednesday, June 22nd at 2:00pm
 ASI Conference Room USU 3700

ITEM	SUBJECT	PRESENTER
01	Call to Order The meeting was called to order at 2:13pm	Jae Freeman Chair & Chief of Staff
02	Roll Call Present: Kenny, Mariana, Michelle, Jaelyn, Annie, Ashley	Jae Freeman Chair & Chief of Staff
03	Recognition of Guests Natalie Marshall	Jae Freeman Chair & Chief of Staff
04 Action	Approval of Agenda Michelle motioned to approve the agenda Kenny-2 nd None Opposed, abstained Motion Carries	Jae Freeman Chair & Chief of Staff
05 Action	Approval of Minutes Kenny motioned to approve the minutes from 12/7 Mariana-2 nd None Opposed, abstained Motion Carries Kenny motioned to approve the minutes from 1/25 Mariana-2 nd None Opposed, abstained Motion Carries	Jae Freeman Chair & Chief of Staff
06 Information	Open Forum None	Jae Freeman Chair & Chief of Staff
07 Action	Approval of updates to ASI Leadership Funding Applications Description: Updates to guidelines and instructions for submission, as well as updates to reflect current practices. Fiscal Impact: None Discussion focused on addition clarification for language regarding due dates & denied forms, states on the travel ban list, increased funding for co-sponsored on-campus events, and decorations will not be covered. Kenny motioned to approve the updates to ASI Leadership Funding Applications Michelle-2 nd None Opposed, abstained Motion Carries	Mariana Rosales ASI Executive Vice President Ashley Fennell Asst. Director, Government Affairs & Initiatives
08 Action	Approval of updates to Student Organization Account Policy Description: Policy updates seeing approval: ASI Designee overseeing funds, Expenditure Request Form moving online, and updates to the inactive student organization policy. Fiscal Impact: None	Natalie Marshall Student Organization and Project Specialist

	<p>Changes discussed focused on policy being in chronological order and removal of job titles. Major changes were clarification of where funds from inactive student organizations go. Funds to be moved into account for SOLC and mid-year student organization training. This policy implementation will take place next year.</p> <p>Michelle motioned to approve the updates to Student Organization Account Policy Kenny-2nd None Opposed, abstained Motion Carries</p>	
<p>09 Action</p>	<p>Campus Adjustments to Corporate Credit Card Policy Description: CSUSM has made changes to the corporate credit card limits and ASI is updating policy accordingly Fiscal Impact: Changes the limits on corporate credit cards</p> <p>Changes discussed focused on changing monthly limit from \$10k to \$20k. One-time purchases limits increased from \$2500 to \$4500. Policy's footnotes and numbering were updated.</p> <p>Kenny motioned to approve the changes to Corporate Credit Card Policy Mariana-2nd None Opposed, abstained Motion Carries</p>	<p>Natalie Marshall Student Organization and Project Specialist</p>
<p>10 Action</p>	<p>Closed Session, Pursuant to CA Education Code Section 89307 (c) (1): Personnel Updates Description: Committee will receive updates regarding ASI personnel changes Fiscal Impact: None</p> <p>Kenny motioned to move into closed session Michelle-2nd Committee moved into closed session at 2:58pm Committed moved out of closed session at 3:26pm Chair reported that the committee received updates on ASI personnel changes.</p>	<p>Annie Macias ASI Executive Director</p>
<p>11 Information</p>	<p>Reports Michelle- Lobby Corps timeline & CRESS Applications Kenny- ASI Retreat, CSUSM Corporation, and CSSA Jae- Expectations, organization, and preparation for upcoming year Annie- 24/5 Zone, budget, and equity adjustments Ashley- Cougar Pantry van, hydration stations, BOD scholarships, and CSSA.</p>	<p>Jae Freeman Chair & Chief of Staff</p>
<p>12 Information</p>	<p>Announcements None</p>	<p>Jae Freeman Chair & Chief of Staff</p>
<p>13 Action</p>	<p>Adjournment Kenny motioned to adjourn Michelle-2nd Meeting was adjourned at 3:40pm</p>	<p>Jae Freeman Chair & Chief of Staff</p>

I, Jaelyn Freeman 19/20 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 July 31, 2019



Jaelyn Freeman

Oct. 15, 2019

Date



**Associated Students, Inc. Leadership Funding
Conference Application and Guidelines
2018-2019-2019/2020**

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ASI Mission Statement

ASI serves, engages, and empowers students

ALF Leadership Funding (ALF)

ASI provides leadership funding for student organizations' events and individual student attendance at professional conferences. The ASI Executive Vice President and professional staff members determine the allocation of these funds.

ASI has allocated approximately \$70,000 to ALF. Approved funding is based on eligibility per the ALF Guidelines and Instructions. Awarded funds are on a first come, first served basis. Application due PRIOR to conference attendance. The funding is available for conferences held between July 1, 2018 and May 31, 2020. We will not fund any conferences after May 31, 2019/2020. Proof of attendance for this conference must be presented no later than June 15, 2019/2020.

The applicant will receive an email notifying the decision of their application. If approved, recipients are required to submit proof of attendance and a written statement to the ASI office in USU 3700 or via email to al@csusb.edu in order to process payment for their awarded funds. **Students will not receive a refund of any money previously deposited in an account.**

Date	Time
Friday, July 25, 2018	at Noon
Friday, August 24, 2018	at Noon
Friday - September 14, 2018	at Noon
Friday - October 12, 2018	at Noon
Friday - November 2, 2018	at Noon
Friday - December 14, 2018	at Noon
Friday - February 2, 2019	at Noon
Friday - March 15, 2019	at Noon
Friday - April 19, 2019	at Noon
Friday - May 31, 2019	at Noon

Freedom of Assembly Bill No. 1887

Effective September 27, 2016, California Assembly Bill No. 1887 prohibits ASI from approving a request for ASI-funded or ASI-sponsored travel to any state that, after June 26, 2015, has enacted a law that:

- Void or repeals or has the effect of voiding or repealing, enacting state or local provisions against discrimination on the basis of sexual orientation, gender identity, or gender expression; or
- Has enacted a law that authorizes or reflects discrimination against same-sex couples or their families, or on the basis of sexual orientation, gender identity, gender expression, as specified, subject to certain exceptions.

This prohibition currently extends to the following states: Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Dakota, South Carolina, Tennessee, and Texas. This list may be subject to change. If you have any questions, contact ASI at USU 3700 or via email at al@csusb.edu. Phone: (707)558-8990. Email: al@csusb.edu



**Associated Students, Inc. Leadership Funding
Conference Application and Guidelines
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ALF Conference Guidelines

Funding paid as follows:

- One day in-state conference within 400 miles from campus: \$100.00 award
- Two days or more conference within 400 miles from campus: \$290.00 award
- One day conference outside of 400 miles from campus: \$200.00 award
- Two days or more conference outside of 400 miles from campus: \$425.00 award

- Applicant must be a currently enrolled CSUMB student
- Conference must follow all guidelines outlined in this packet
- No more than four students attending the same conference may obtain ALF funds.
- International conferences will not be funded.
- Student may attend a conference only once per semester.
 - May apply for up to two within academic year (i.e. one in fall and one in spring). Summer and winter intersession shall be considered fall semester.
- Student will not receive funds upon submit of proof of attendance and written statement.
- You can only receive funding for the same conference one time within two consecutive academic years.
- Club sports teams and other student recreation sports may only apply if the individual or team is participating in a national title championship.
- Incomplete applications will be denied, at the discretion of the ASI Executive Vice President.

Instructions for application:

1. Complete all forms in this packet.
2. Attach a copy of the advertised conference, which must include title, subject, location and dates. Conference subject must fit the mission statement of ASI.
3. Attach an original typed statement with the following content; explain the conference, why you would like to go, why you should be awarded funding, what you hope to gain from your attendance, and any goals or specific outcomes you would like to achieve at the conference. Please give specific examples of how this conference will benefit you professionally or personally. Each statement must be a minimum of a full one page, double spaced. Only original applications are accepted; photocopies or attachments to emails are not accepted.
4. Submit completed packet online by byb.com due date and time. APPLY EARLY.
5. In order to receive your awarded funds, proof of attendance (name badge, agenda, etc.) must be provided, along with a typed statement about the conference. Describe how the conference was beneficial to your personal and/or professional development and any skills or insights you gained. Please submit photos of the conference if you took any. Your photos and written statement may be used on the ASI website for promotional material.



**Associated Students, Inc. Leadership Funding
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Application Form

Today's Date		Student ID #	
Year name		State ZIP	
Address		City	
Campus Email		Phone	
First day attending Conference	All	Last day attending Conference	All
Name of Conference			
Complete address of Conference			
<p>Circle One:</p> <ul style="list-style-type: none"> • One day conference within 400 miles from campus: \$100.00 • Two days or more conference within 400 miles from campus: \$290.00 • One day conference outside of 400 miles from campus: \$200.00 • Two days or more conference outside of 400 miles from campus: \$425.00 			
<p>I hereby certify that I am a currently enrolled student at California State University San Marcos. I agree that within ten (10) business days of my return from the conference, I will submit it to USU 3700 or to al@csusb.edu proof of my attendance at the conference and a written statement.</p>			
Your Signature		Date	
Print your name		Date	
FOR ASI USE ONLY			
Approved Amount		Date	
ASI Executive Vice President		Date	

If you have any questions, contact ASI at USU 3700 or via email at al@csusb.edu. Phone: (707)558-8990. Email: al@csusb.edu



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Assistant Director at Government Affairs & Intergovernmental	Date
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**RELEASE OF LIABILITY, PROMISE NOT TO SUIT,
ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS**

 Activity Description: _____

Activity Location(s):

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release the to all liability and promise not to sue the State of California, the Trustees of the California State University, California State University San Marcos, Associated Students Inc., California State University San Marcos Corporation (CSUMB Corporation) and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, including claims of the University's negligence, resulting in my physical or psychological injury (including anxiety and death), illness, damage, or economic or non-economic loss in any other manner as my participant in this Activity, including conferences, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, discomfort, temporary or permanent disability (including partial), economic or emotional loss, and/or death. I understand that these injuries or damages may arise from my own or other's actions, inactions, or negligent conduct related to conferences, at the location of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including conferences, from and during the Activity.

I agree to hold the University, Associated Students Inc. and CSUMB Corporation harmless from any and all claims, including attorney's fees or damage to any personal property that may occur as a result of my participation in this Activity, including conferences, from and during the Activity. If the University, Associated Students Inc. or CSUMB Corporation bears any of these types of expenses, I agree to reimburse the University, Associated Students Inc. or CSUMB Corporation. If I am not insured, I agree to be financially responsible for my costs incurred as a result of such treatment. I have read and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University, Associated Students Inc. and CSUMB Corporation from all liability, (b) providing me to the University, Associated Students Inc. or CSUMB Corporation, (c) and assuming all risks of participating in this Activity, including conferences, from and during the Activity.

I understand that this document is written to be an enforceable and enforceable in the State of California. I agree that if my position is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representative concerning the legal effect of this document have been made to me.
 Participant Signature: _____ Date: _____
 Emergency Contact (parent): _____ Phone: _____

If Participant is under 18 years of age:
 I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing the University, Associated Students Inc. and CSUMB Corporation from all liability on my and the Participant's behalf, (b) providing me to the University, Associated Students Inc. or CSUMB Corporation, (c) and assuming all risks of participating in this Activity, including conferences, from and during the Activity. I allow Participant to participate in this Activity. I understand that I am responsible for the care, protection and safe of Participant as described in the document. I agree to be bound by the terms of this document.

I have read this document, and I am signing it freely. No other representative concerning the legal effect of this document have been made to me.
 Signature of Minor Participant's Parent/Guardian: _____ Name of Minor Participant's Parent/Guardian (print): _____ Date: _____
 If you have any questions, contact ASI at USU 3700 or via email at al@csusb.edu. Phone: (707)558-8990. Email: al@csusb.edu



**Associated Students, Inc. Leadership Funding
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STUDENT CONDUCT AGREEMENT

Event Date: _____

Student Name: _____

Student ID Number: _____

In consideration for my participation in the event/activity identified above, I or my parent or legal guardian on my behalf (student under 18 years of age), hereby agree to the following conditions:

General Notes

I acknowledge that as a student of Cal State San Marcos, I am representing the organization sponsoring my participation in the above event/activity and the student body of my campus and the California State University (CSU) system. As a responsible individual of the CSU community, I understand that I am expected to conduct myself in a manner consistent with the rules and regulations of my campus, the hosting organization, the CSU, and all applicable state and federal laws. I also understand that any violation of these rules, regulations or laws may result in my expulsion from the event/activity and further disciplinary action by Cal State San Marcos.

If I am expelled from the event/activity, Cal State San Marcos shall not be held responsible for any financial loss I may incur, including but not limited to those incurred as a result of paid registration fees, conference expenses, legal expenses, personal damages, or other expenses related to my participation in this event/activity and my violation of this Student Conduct Agreement.

By signing this form, I further agree that I will not participate in the following activities:

- Use, possession, or distribution of alcohol while at this event/activity and/or use, possession of alcohol by any underage individual.
- Use, possession, or distribution of any illegal or illicit drug.
- Sexual assault or indecent exposure. Sexual assault is defined as the implied use or threatened use of force to engage in any sexual activity against another person's will.
- Behavior which threatens the emotional or physical well-being and/or safety of participants including but not limited to any form of fighting.
- Unauthorized use of any fire safety equipment, including the activation of alarms or extinguishers without immediate cause.
- Possession of any weapon, dangerous or explosive device or chemicals.

Process

Alleged violations will be reviewed by the appropriate CSU/ISM faculty/staff supervisor for determination of the need for disciplinary action upon return to campus.

By signing below, I acknowledge that I have read, understood, and agree to abide by these student conduct guidelines.

Signature of Student Participant / Date _____

Printed Name _____

If you have any questions, contact ASI at DSU 5760 or via email at asi@csusm.edu. Phone: (760)758-6996
 Website: www.asi.edu



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Signature of Parent/Guardian If Student is Under 18 Years of Age / Date _____ Printed Name _____

ONLY COMPLETE THIS PAGE IF YOU WILL BE TRAVELING BY AIRPLANE

RELEASE AND HOLD-HARMLESS STATEMENT

I, _____, am a student at California State University San Marcos, one of the campuses of the California State University (CSU).

I am/will be participating in a CSU-affiliated program which requires air travel. (CSU-affiliated program includes any program offered by, or pursuant to a program of, the California State University, any campus of the California State University, any student body organization, or any organization affiliated with any such organization or with any combination thereof.) My participation in this program is voluntary.

I have been informed, and I know, that 1) air travel involves risks which can result in damage to property, injury to persons, and death; and 2) the CSU assumes no liability for damage, injury, or death occurring on such travel. With this knowledge and information, I agree to participate in the program, and the air travel, at my own risk.

I release and hold harmless the state of California, the California State University, California State University San Marcos, and each and every officer, employee and agent of each of them, from any and all claims and causes of action that I may have against any of these institutions or persons, by reason of my accident, illness, injury, death, or other consequences resulting directly or indirectly from or to any carrier acting out of, or in connection with, my being a passenger on an airplane pursuant to my participation in the CSU-affiliated program.

This release and hold-harmless shall also be binding on my heirs, assigns, executors, and all other persons who may claim through me.

Date: _____

Signature: _____

Printed Name: _____

Street Address: _____

City, State, Zip Code: _____

If you have any questions, contact ASI at DSU 5760 or via email at asi@csusm.edu. Phone: (760)758-6996
 Website: www.asi.edu



POLICY: STUDENT ORGANIZATION FUND ACCOUNTS

APPROVAL DATE: ~~Month-Day, Year~~ June 26, 2019

PURPOSE

To establish written policies and procedures concerning ASI Student Organization Fund Accounts

POLICY AND PROCEDURES

1. All officially recognized student organizations are required to maintain an on-campus fund account with Associated Students, Inc.
 - 1.1 An individual fund number will be issued upon recognition of the student organization.
 - 1.2 All banking transactions must include this fund number.
- ~~1.2.~~ Student Organization Fund Accounts consist of those funds held in trust by the Associated Students, Inc., on behalf of officially recognized student organizations.
- ~~2.3.~~ Student organization funds are not under the budgetary or programmatic control of Associated Students, Inc.
- ~~3.~~ All student organizations ~~accounts~~ must file complete an “ASI Student Organization Banking Signature and Liability Agreement Funds Administration Agreement” (Attachment A) each academic year on file in the ASI office of the Student Engagement Coordinator upon recognition by Student Life and ~~&~~ Leadership.
- ~~4.~~ All officially recognized student organizations are required to maintain on-campus banking accounts with Associated Students, Inc.
An individual student organization account number will be issued upon recognition of the student organization.
- ~~5.4.~~ All banking transactions must include this account number.
- ~~6.5.~~ Student Organization Fund Account deposits are to be completed at the University Cashier’s Office.
- ~~7.6.~~ Expenditures are processed on a reimbursement basis only and handled through the Student Engagement Coordinator by the ASI Professional Staff Designee.
 - 6.1 Expenditure Request Forms (ERF) must be signed by the Student Organization President, Treasurer, Advisor and the Student Engagement Coordinator of ASI or Professional Staff Designee. (Attachment B)
 - 6.2 Prior to approving the expenditure, the ASI Student Engagement Coordinator Professional Staff Designee will check PeopleSoft for the availability of student organization funds. If sufficient funds are not available, the Student Engagement Coordinator ASI Professional Staff Designee will not grant approval of the expenditure.
 - 6.3 Original itemized receipts must accompany the ERF.
 - 6.4 Reimbursement checks are prepared weekly by the University Accounts Payable Department.
- ~~8.7.~~ Student organizations with negative balances will not be able to process reimbursements until there are sufficient funds in their ir account.

8. ~~Account balances are available upon request at the ASI office of the Student Engagement Coordinator.~~
9. ~~In the event that an organization does not wish to be recognized the following year, or they has prior knowledge that they will not meet the university's recognition requirements, the current student organization officers may identify a specific organization or campus entity where they would like to redistribute their funds. This process must be conducted during the student organization recognition period for that current academic year.~~
10. ~~Funds in inactive student-Student Organizations bank Fund accounts Accounts may be maintained or swept, depending on recognition status of the student organization -for the past academic year over a continuous three year period.~~
- 10.1 ~~A student organization that has been recognized by Student Life and Leadership at least one year of the past three years for the past academic year but whose bank Student Organization Fund account Account has not been active during this period, may maintain its account balance with no penalty.~~
- 10.2 ~~A student organization that has not been recognized by Student Life and Leadership at least one year over the past three years for at least one academic year and whose bank account has not been active during this period, will, in a timely manner, have its balance, if any, swept after July 1st of the new fiscal year.~~
- 10.2.1 ~~The funds swept from identified inactive student organizations will be transferred into the ASI Leadership Funda account used for student organization professional development.~~
- 10.2.2 ~~These funds will be made available for distribution to qualified students and student organizationson a reimbursement basis for student organization professional development events hosted by Student Life & Leadership.~~
- 10.3 ~~The Student Engagement Coordinator will maintain a three year longitudinal record of inactive student organizations and of funds swept.~~
11. ~~Student Organization Organization bank Fund Aaccounts cannot be used to hold funds on behalf of other Student student Organizationsorganizations. Funds may be held by a Student student Organization organization on behalf of another, external organization only on a temporary basis in conjunction with a fundraising event where a check for the proceeds will be issued to the outside organization.~~

REFERENCES

Chancellor's Office - Administration of Student Organization Funds - ICSUAM Policy Number 3141.01:
<http://www.calstate.edu/icsuam/sections.shtml>

Chancellor's Office –Student Activities - Executive Order 1068: <http://www.calstate.edu/eo/EO-1068.html>



POLICY:	CORPORATE CREDIT CARD POLICY
APPROVAL DATE:	September 21, 2018 June 26, 2019

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 ~~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.~~
- 1.2 ~~It is the policy of ASI to authorize the issuance of corporate credit cards are to be utilized for purchases of goods, services, and travel.~~
- 1.3 Corporate credit card purchases shall be made in accordance with ASI ~~purchasing~~ Purchasing policies Policy.
- 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.~~
- 1.4

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2. Terms and Definitions

- 2.1 ~~ProCards, a~~ Also known as Purchase Cards, Procurement Cards, and abbreviated as Pcard, ~~is 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.

2.1

3.3 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.
 - 3.1.1
- 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~~~~corporate credit card~~, each individual cardholder will be required to review the ~~Corporate~~ Credit Card Policy, ProCard Manual, and sign the ~~Corporate-CreditPro~~-Card Agreement ~~Form~~.
- ~~3.2.4~~ Once issued, the cardholder has sole responsibility for and is the sole authorized user of the ASI Corporate Credit Card.

~~3.2.4~~
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 ~~credit~~ 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 ~~credit~~ card and will result in the reporting of the conflict of interest violation to management for review.

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~~3.3.4~~
3.4 Maximum Individual Expenditure

- 3.4.1 ~~Corporate credit cards~~~~ProCards~~ may be used for individual purchases up to \$~~42,500~~~~maximum~~~~maximum~~.
- 3.4.2 ~~For~~ individual purchases exceeding this amount, temporary increases or permanent increases/~~decreases~~ on an employee's account must have advance written approval of the Executive Director ~~or ASI Professional Staff Designee~~.
- ~~3.4.3~~ Splitting expenses to circumvent the individual purchase maximum may result in suspension or revocation of the corporate credit card.

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~~3.4.3~~
3.5 Maximum Monthly Expenditures

- 3.5.1 ~~Corporate credit cards~~~~ProCards~~ may be used for purchases totaling up to \$~~210,000~~~~maximum~~~~maximum~~ 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 ~~or ASI Professional Staff Designee~~.

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~~3.5.2~~
3.6 Conditional Uses of ~~Corporate Credit Cards~~ ~~ProCards~~

- 3.6.1 Certain transactions are restricted due to ASI policy and must have advance written approval from the Executive Director or ~~designee~~~~ASI Professional Staff 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

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~~3.6.1.3~~
3.7 Prohibited Uses of ProCards

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3.7.1 The ASI ~~Corporate Credit~~Pro-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

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6.4. 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.

~~4.1.1~~

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.

~~4.2.2~~

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.

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