Section: Policy Statement – Fiscal

Subject: Purchasing Policy

Purpose: To provide program directors with policy and regulations governing Associated Students purchases. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.

New/Revised: October 18, 2010

Council Adoption Date: April 8, 2002

A. Policy Provisions

Due to the diversity of Associated Students programs and services and the accompanying demands of receiving supplies and services on a timely basis, the purchasing responsibility rests primarily with the program directors in accordance with their budgetary guidelines. The General Manager is ultimately responsible for all purchases via the approval procedures established through the cash disbursement system.

Purchases must be made in accordance with Associated Students (AS) budget language as approved during the annual budget process.

All AS funded programs are responsible for reading and following the budget language. See attached Budget Language.

B. Policy Regulations

Consistent with the policy provisions set forth in Section A. above, the following regulations apply to Associated Students purchases:

1. Approval of A. S. Expenditures must be made in accordance with the Fiscal Code.
2. Purchases made from AS Unallocated Funds must be made according to Procedures for Proposed Expenditures. When feasible, the environmentally responsible purchase option shall be approved.

3. Purchases made from AS Reserve Funds must be made according to the Reserve Policy, Fund Designation and Procedure for Expenditure. When feasible, the environmentally responsible purchase option shall be approved.

C. Authority to Purchase

1. Council and/or Board of Finance approval is required if a contemplated purchase is not within an approved operating budget guideline. Requests for expenditures of unallocated funds less than amount designated by Council in current year budget (currently $300) may be approved by the Board of Finance. These requests will not require ASC approval.

2. Program Directors failing to follow the budget language or procedures may be assuming a personal liability for payment to the vendor and may be subject to appropriate disciplinary action.

3. Should an emergency arise or an unscheduled need to make a routine maintenance repair exist, standard expenditure procedures shall be waived and the General Manager shall be authorized to commit up to $1,000 from the appropriate reserve. Should an emergency exist and a sum greater than $1,000 be required, the consent from either the A. S. President, or A. S. Administrative Vice President shall suffice. Should the General Manager be unable to obtain the required consent, he or she may commit the required amount of funds to resolve the problem. In all cases, the A. S. Council shall be notified of the expenditure as soon as possible but no later than their next regularly scheduled meeting.
1. Approved Uses of Student Body Organization Funds. The principle underlying the expenditure of student body organization funds collected through mandatory fees is that such expenditures shall be made in programs that reflect the broadest variety of student interests and that are open to all students that wish to participate. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.

2. All A.S. funded programs are responsible for reading and following the budget and budget language.

3. Failure to comply with budget language stipulations may result in funds being frozen, or other disciplinary action, pending Board of Finance action.

4. If the Board of Finance encounters a program that chooses not to comply with the policy enumerated in this document, the Administrative Vice President will request that the program’s budget administrator attend a meeting to discuss how the program can come into compliance. If the program continues to not comply with the policy, the Board of Finance reserves the right to take those instances of noncompliance into account during formulation of the program’s annual budget.

5. A.S. funds cannot be used to purchase alcohol.

6. As per CSU Policy related to Student Travel (Executive Order No. 1041), all students are required to sign a “Release, Hold-Harmless and Informed Consent” statement prior to participating in a CSU-affiliated program which requires air and/or ground transportation. Anyone traveling by air and/or ground transportation on behalf of an Associated Students program must have a completed RELEASE AND HOLD-HARMLESS STATEMENT on file with the Program Director.

7. AUTHORIZATION TO USE PRIVATE VEHICLES FOR ASSOCIATED STUDENTS APPROVED TRAVEL. Anyone traveling on behalf of an Associated Students program must have a completed authorization form on file with the Program Director.

8. Any promotional materials, print, email, listserv—printed or sent out, needs the AS logo to be clearly represented and prominently displayed. This includes programs and events funded by the ACB/MCC Allocation Board. Promotional materials shall also include the name of the sponsoring club and/or A.S. Program.

Violations will be reviewed by the A.S. Administrative Vice President, which may result in a fine not to exceed $50. A fine in excess of $50, or other disciplinary action, will be reviewed and approved by the Board of Finance.
9. Any budgeted media area must include **without alterations** the following disclaimer:

The [Name of Publication] is the official newsletter of the [Name of Program] which is funded by the Associated Students of Humboldt State University. The views and content of the [Name of Publication] are not censored or reviewed by the Associated Students. All correspondence regarding this publication should be addressed to:

[Name of Program]
[Name of Publication] Editor
Humboldt State University
Arcata, CA 95521
or call
826-[Phone number of Program]

All responses from readers or letters to the editor of the [Name of Publication] will be published, unedited, if requested. Copies of all correspondence should also be sent in writing to:

Associated Students
Humboldt State University
Arcata, CA 95521

10. To assure that A.S. program publications are effective in reaching the student population in a timely manner, publication guidelines have been developed.

A.S. publications must be available and distributed by the following deadlines or A.S. funds cannot be utilized for payment.

Fall Semester publication(s): No later than December 6, 2010
Spring Semester publications(s): No later than April 25, 2011

(A possible five day grace period is available with **advance** approval from the A.S. Administrative Vice President and General Manager.)

**Please note:** Program publications funds have been allocated on a per issue basis as requested in the 2010-11 budget request. If a program is not successful in producing fall semester publication(s), the funds do not roll forward to the spring semester.

11. Expenditures of Associated Students funds within line-items of programs as allocated by the A.S. Council will be strictly adhered to. All transfers of funds between line-items must be requested in writing and approved by the A.S. Administrative Vice President and General Manager. The Board of Finance must approve transfers of over $199 between line-items. YES, Multicultural Center are examples of programs. Hourly, Work study, Special Projects, Supplies and Services, Publicity are examples of line-items.

12. **STIPENDS**—paid hourly: Stipends are intended to reward students serving in leadership roles within A.S. Programs. For **stipend** positions, annual amounts are as follow:
1. Program Director $1,750 ($875 per semester)
   A program director is generally the student that has overall administrative responsibility for a program. A program director usually works 7-8 hours a week during the academic year.

2. Co-Director $1,250 ($625 per semester)
   Co-Directors generally share the oversight of a program based on a description of duties. A co-director generally works 5-6 hours a week during the academic year.

3. Assistant Director $875 ($437.50 per semester)
   Assistant director’s support the director and/or the co-director with the program’s administration. An assistant director generally works 3-4 hours a week during the academic year.

The amount paid is split between Fall and Spring semester (unless otherwise noted). If the stipend portion is not rewarded Fall semester, it does not roll forward to the Spring semester. The same person cannot receive more than one stipend within each program without prior approval of the Board of Finance.

13. SPECIAL PROJECTS FUNDS:

**FREE ADMISSION:** Admission to programs receiving ACB, Multicultural Center, and Women’s Center grants shall be free. This includes programs sponsored with Special project-In house funds

**FOOD** Programs that include a line-item for Grants, Special Projects/Special Projects - In House (groups listed above) can use funds for the purchase of food items as per the following guidelines.

ACB and Women’s Center: Food purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner). For food purchases over $50 per event, written prior approval must be obtained from the Administrative Vice President in consultation with the A.S. General Manager.

Multicultural Center: Food purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner). For food purchases over $200 per event, written prior approval must be obtained from the Administrative Vice President in consultation with the A.S. General Manager.

14. Retreat funds may be used for lodging, transportation, room rental, group activity, and/or food expenditures.

15. Environmentally Responsible Purchases – The Associated Students is committed to making environmentally responsible purchases with Associated Students funds. Program Budget Administrators will explore environmentally responsible purchase options, and when feasible, choose the environmentally responsible option.

16. When feasible, all A.S. program printed publications, flyers, and/or newsletters supported by A.S. funds shall use 100% post consumer recycled or reused paper.

17. A.S. funded shirts/sweatshirts shall be made from organic cotton or other environmentally friendly material (e.g. bamboo, hemp). The A.S. will help clubs and programs afford...
organically grown cotton shirts by considering proposals to the Board of Finance to assist with costs.

18. Anticipated Revenue - Programs whose budgets are in part or whole, dependent upon revenue in addition to Associated Students fees, may not expend more than that amount of Associated Students fees allocated and the revenue realized. "Revenue Realized" is defined as safe, predictable, and realizable in the judgment of the Associated Students General Manager.

19. Associated Students funded programs may not expend A.S. funds to endorse an A.S. elections candidate (including coalitions) or engage in an activity that is beneficial or detrimental to any candidate. Use of Associated Students funds for these purposes is prohibited.

Associated Students funds shall not be used to endorse referenda, initiatives, or recalls during the elections.

Associated Students funded organizations are prohibited from endorsing candidates, coalitions, or recalls during the elections.

20. Associated Students funds shall not be used to support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters of this state or any subdivision thereof. This shall not apply to expressions published in the student press, as per Title V, Section 42403C.

21. Unallocated Funds: Requests for expenditures of unallocated funds less than $300 may be approved by the Board of Finance. These requests will not require A.S. Council approval.

22. Requests for expenditures of less than $300 for A.S. equipment maintenance and (computer) support may be approved by the Administrative Vice President and General Manager. These requests will not require Board of Finance approval.

23. Food purchased by A.S. Government shall be certified organic when feasible. The A.S. will help clubs and programs afford organically grown food by considering proposals to the Board of Finance to assist with costs. Preference will be given to locally grown organic when there is an option between local and non-local organic food.

24. Each A.S. Program shall be appointed a liaison from an Associated Students General Council or Executive position for advising through the budget process in consultation with the A.S. Administrative Vice President.

25. Paper purchased by A.S. Government shall be 100% post-consumer content. The A.S. will help clubs and programs afford 100% post-consumer content paper by considering proposals to the Board of Finance to assist with costs.

26. A.S. programs are encouraged to print materials double sided when feasible.

27. A.S programs are encouraged not to use A.S. funds to purchase bottled water when feasible.