

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

Board 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 **Executive Director** 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. Board of Directors 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 Board 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 Executive Director 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 Executive Director 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. Board shall be notified of the expenditure as soon as possible but no later than their next regularly scheduled meeting.