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| POLICY: | ACCOUNTS PAYABLE |
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| APPROVAL DATE: | September 21, 2018 |
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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.



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Established 1991

ASI Expenditure Request Form

DATE: _____

ASI DEPARTMENT NAME: _____
(i.e. Administration, BOD, Programming Board, Recreation, Intramurals)

ACCOUNT # _____ - _____ - _____ - _____
Expense Account # Fund Account # Dept Account # Class Account #

ISSUE A CHECK PAYABLE TO:

NAME: _____ **PHONE:** () _____

ADDRESS: _____

AMOUNT: _____

REASON FOR EXPENDITURE REQUEST:

AUTHORIZATION SIGNATURES

PURCHASER **STAFF APPROVAL**



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CAMPUS SPONSORED STUDENT ORGANIZATIONS

Expenditure Request Form

DATE: _____

CLUB/ORGANIZATION NAME: _____

ACCOUNT # 660090 2112
Expense Account # Club Fund #

ISSUE A PAYMENT TO:

NAME: _____ PHONE: (____) _____

ADDRESS: _____ AMOUNT \$ _____

EMAIL: _____

REASON FOR REQUEST: _____

DATE OF EVENT: _____ LOCATION OF EVENT: _____

PLEASE CHECK ONE:

- Original Receipts Attached
- Original Invoice Attached
- Other

CLUB AUTHORIZATION SIGNATURES

(FOR APPROVAL ALL SIGNATURES ARE NEEDED)

 CLUB PRESIDENT CLUB TREASURER CLUB ADVISOR ASI STAFF

| | | |
|---|---------------------|-------------------------|
| FOR CAMPUS RECREATION OFFICE USE ONLY: | | |
| Date Paid: _____ | Total Amount: _____ | Campus Rec Staff: _____ |