



**ASI Board of Directors 21/22**

Mariano Santana  
Chair and Chief of Staff

Dylan Crivello  
President & CEO

Andrew Gamboa  
Executive Vice President

Julia Glorioso  
VP of Student & University Affairs

Tam Phan  
CoBA Representative

Pat Argiles  
CoBA Representative

Ernest Cisneros  
CHABSS Representative

Cesar Parra  
CHABSS Representative

Ruby Reyes  
CEHHS Representative

Vacant  
CEHHS Representative

Stephania Rey  
CSTEM Representative

Jesus Campos  
CSTEM Representative

Codie Sterner  
Student at Large Representative for  
Sustainability

Lavonne Davis  
Student at Large Representative for  
Diversity & Inclusion

Vacant  
Student at Large Representative for  
Diversity & Inclusion

Richard Carpenter  
Veterans Student Representative

**Advisors**  
Annie Macias  
Executive Director

Ashley Fennell  
Assoc. Director of Government Affairs  
& Initiatives

**Standing Invitees**  
Michelle Romans  
Alumni Association Representative

Alan Styles  
Academic Senate Representative

Scott Hagg  
President's Designee

Clint Roberts  
University CFO Designee

Janelle Ternick  
CSUSM Corporation

**ASI Board of Directors Agenda 21-05**

Friday, November 5<sup>th</sup>, 2021, at 2:30pm

Zoom: <https://csusm.zoom.us/j/87319869072>

Posted: Tuesday, November 2<sup>nd</sup>, 2021

*This meeting is being facilitated through an online zoom format, consistent AB361*

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> Meeting called to order at 2:32 pm	Mariano Santana Chair and Chief of Staff
02	<b>Roll Call</b> Mariano, Dylan, Andrew, Julia, Tam, Pat, Ernest, Cesar, Ruby, Stephania, Jesus, Codie, Richard, Annie, Ashley, Michelle, Clint, Janelle, Alan, Scott Absent: Lavonne	Mariano Santana Chair and Chief of Staff
03	<b>Recognition of Guests</b> Zoom registration will be used.	Mariano Santana Chair and Chief of Staff
04 Action	<b>Approval of Agenda</b> By the will of the chair, the following edits were made Alan Styles was listed as Academic Senate Representative and Scott Hagg will be sitting in as President's designee. By the will of the chair moved to approve minutes by consent vote None opposed Motion Carries	Mariano Santana Chair and Chief of Staff
05 Action	<b>Approval of Minutes</b> By the will of the chair moved to approve minutes by consent vote None opposed Motion Carries	Mariano Santana Chair and Chief of Staff
06 Information	<b>Open Forum*</b> Stephania Rey mentioned wanting more student representatives as voting members on University committees.	Mariano Santana Chair and Chief of Staff
07 Action	<b>ASI Purchasing Policy Updates</b> <b>Description:</b> Review the recommended changes and updates to the ASI Purchasing Policy. <b>Fiscal Impact:</b> None See attached document that was reviewed. Annie review policies project. Kim reviewed the Policy's updates that included adding definitions, clarifying policies and procedures, and referencing related documents. <b>Julia motion to approval ASI Purchasing Policy Updates.</b> <b>2<sup>nd</sup> by Andrew</b> <b>None opposed</b> <b>Motion Carries</b>	Kimberly Peirce Associate Director for Student Engagement  Allie Garcia Financial Services and Student Organization Accounts Coordinator



<p><b>08 Action</b></p>	<p><b>ASI Ticket Sales Policy Updates</b> <b>Description:</b> Review the recommended changes and updates to the ASI Ticket Sales Policy. <b>Fiscal Impact:</b> None See attached document that was reviewed. Kim reviewed the Policy's updates that included adding definitions, clarifying policies and procedures, and referencing related documents. She also shows the changes on selling tickets and how someone can purchase them. <b>Julia motioned to approve the ASI Ticket Sales Policy Updates 2<sup>nd</sup> by Andrew</b> <b>None opposed</b> <b>Motion Carries</b></p>	<p>Kimberly Peirce Associate Director for Student Engagement</p> <p>Allie Garcia Financial Services and Student Organization Accounts Coordinator</p>
<p><b>09 Action</b></p>	<p><b>ASI Accounts Payable Policy Updates</b> <b>Description:</b> Review the recommended changes and updates to the ASI Accounts Payable Policy. <b>Fiscal Impact:</b> None See attached document that was reviewed. Ashley overviews policy updates and explains clarification on how they pay things either check or cash. Ashley also talks about the policy updates and how ASI is using the payment process and how much is related to campus processes. <b>Julia motioned to approve the ASI Accounts Payable Policy Updates.</b> <b>2<sup>nd</sup> by Ernest</b> <b>None opposed</b> <b>Motion Carries</b></p>	<p>Ashley Fennell Assoc. Director of Government Affairs &amp; Initiatives</p>
<p><b>10 Action</b></p>	<p><b>ASI Fixed Assets, Property, and Equipment Policy Updates</b> <b>Description:</b> Review the recommended changes and updates to the ASI Fixed Assets, Property, and Equipment Policy. <b>Fiscal Impact:</b> None See attached document that was reviewed. Ashley explains that the purpose of the policy is to establish ASI adequate administration of property inventory and management of assets, property, and equipment. <b>Dylan motioned to approve the ASI Fixed Assets, Property, and Equipment Policy Updates.</b> <b>2<sup>nd</sup> by Cesar</b> <b>None opposed</b> <b>Motion Carries</b></p>	<p>Ashley Fennell Assoc. Director of Government Affairs &amp; Initiatives</p>
<p><b>11 Action</b></p>	<p><b>ASI Cash Handling Policy Updates</b> <b>Description:</b> Review the recommended changes and updates to the ASI Cash Handling Policy. <b>Fiscal Impact:</b> None See attached document that was reviewed. Ashley discusses the purpose of the Policy is to ensure the secure collection and verification of petty cash, timely deposits, and reconciliation to ASI's financial statements. <b>Dylan motioned to approve the ASI Cash Handling Policy Updates 2<sup>nd</sup> by Cesar</b> <b>None opposed</b> <b>Motion carries</b></p>	<p>Ashley Fennell Assoc. Director of Government Affairs &amp; Initiatives</p>



<p><b>12 Action</b></p>	<p><b>ASI Accounts Receivable Policy Updates</b> <b>Description:</b> Review the recommended changes and updates to the ASI Account Receivable Policy. <b>Fiscal Impact:</b> None See attached document that was reviewed. Ashley gave a description of policy's purpose to outline of the internal controls for recording and reconciling invoices on behalf of ASI. The policy establishes ASI funds to be safeguarded also, to prevent loss of revenue, proper segregation of duties exists, balances are converted to cash into a timely manner, amounts due are properly recorded and debts are written off with proper approval. <b>Dylan motioned to approve the ASI Accounts Receivable Policy Updates</b> <b>2<sup>nd</sup> by Cesar</b> <b>None opposed</b> <b>Motion Carries</b></p>	<p>Ashley Fennell Assoc. Director of Government Affairs &amp; Initiatives</p>
<p><b>13 Action</b></p>	<p><b>Approval of ASI Elections Committee Members</b> <b>Description:</b> Per ASI Bylaws, committee members must be approved by the ASI Board of Directors. <b>Fiscal Impact:</b> None Per ASI Bylaws, Elections Committee members must be approved by the ASI Board. Ashley proposed adding members Ruby Reyes as BOD rep and Guadalupe Rosas as Student at Large rep. The committee is still in need of one more member and she explains that the Election Committee members are members of the board who do not wish to run for office in the next upcoming academic year. Dylan motioned to approve the ASI Elections Committee Members <b>2<sup>nd</sup> By Stephania</b> None opposed Ruby abstained Motion Passes</p>	<p>Ashley Fennell Assoc. Director of Government Affairs &amp; Initiatives</p>
<p><b>14 Information</b></p>	<p><b>Reports</b> See attached for student reports Annie- met with the CIO, planning for personnel committee to include peer review, also worked on strategic planning and is attending open forums for Vice President of Student Affairs. Ashley- Working policies, working on a marketing plan for elections committee, worked on mid-year retreat committee, planned Temecula programming, Cougar Pantry grand opening on 11/18, and basic needs initiatives planning Anna- Partnering with athletics for a homecoming, working on giving day, and collection drive for 12/4 Clint- Worked on the budget and gave an update on how you can see the spending's of the ASI funds</p>	<p>Mariano Santana Chair and Chief of Staff</p>



<b>15 Information</b>	<b>Announcements</b> Ashley gives a reminder of ASI's 30-year anniversary, cougar pantry is working on hunger and homelessness awareness week planning, and ASI Giving Day fund will be the ASI Cougar Pantry Scott gives a reminder that students will be receiving emails regarding to their enrollment appointments for the 2022 academic year, commencement website getting updates, and HEERF funding available. Annie gives a reminder about the cancellation of the student opener competition and that the event will open again in the spring semester	Mariano Santana <i>Chair and Chief of Staff</i>
<b>16 Action</b>	<b>Adjournment</b> Meeting adjourned at 3:31pm	Mariano Santana <i>Chair and Chief of Staff</i>

\* Public comment will be limited to a maximum of 5 minutes per guest. Chair will determine allocated amount per meeting.

I, Mariano Santana, 21/22 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by Board of Directors of Associated Students, Inc., at a regularly scheduled meeting held on November 15, 2021

  
MARIANO SANTANA (2021-22 ASI CHIEF OF STAFF)

01/12/2022

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Mariano Santana

Date

First Name	Last Name
Clint	Roberts, CFO designee
Annie Macías	
Anna	Fleming
Stephania Rey	
Scott	Hagg
Janelle	Temnick
Ruby	Reyes
Jesus CamposMiranda	
Alan	Styles
pricila meza	
Dylan	Crivello
Tam	Phan
Patricio	Argiles
Andrew	Gamboa
Cesar	Parra-Bustamante
Kim	Peirce
Codie	Sterner
Ashley	Fennell
Julia	Glorioso
Jason	Schreiber
Mariano	Santana
Richard Carpenter	
Ernest Cisneros	

**POLICY:** PURCHASING  
**EFFECTIVE DATE:** JUNE 26, 2019  
**REVISED DATE:** OCTOBER 18, 2021  
**APPROVAL DATE:**

#### DEFINITIONS

**Goods:**  
Tangible and transferrable merchandise or possessions.

**Members:**  
All voting members of the Associated Students, Inc. of California State University San Marcos (ASI) Board of Directors members, employees, and volunteers.

**Services:**  
A transaction in which no physical goods are transferred from a seller to the buyer.

**Information Technology:**  
~~Hardware, equipment, software, and subscriptions.~~ These may be application or web based.

**Deleted:** Software

**Deleted:** The programs and other operating information used by a computer. ...

#### PURPOSE

~~The purpose of this policy is to~~ establish policies and procedures for ASI purchases made by ASI members.

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#### POLICY

I. ASI supports a purchasing environment that recognizes the unique purchasing needs of the organization and its operations. This policy outlines how to purchase goods, services, and information technology as needed to meet these unique purchasing needs in a timely, efficient, and cost-effective manner.

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II. When making purchases, all things being equal such as quality, specifications, service, and product availability, choose the lowest cost, local vendors, sustainable and/or recycled materials.

**Moved (insertion) [1]**

- III. When buying in large volume or bulk, utilize established California State University, University and/or other Auxiliary purchase agreements when feasible.
- IV. All purchases must be within the allocations of the current Annual Budget approved by the ASI Board of Directors.

**PROCEDURE**

I. Purchasing Limits and Requirements

- 1. Reference California State University San Marcos (CSUSM) Procurement Guidelines for Goods, Services, and Information Technology Tips for Making Purchases.
- 2. Refer to the ASI Hospitality Policy and follow when applicable.

II. Types of Purchases Goods:

- 1. When applicable, follow the ASI Hospitality Policy.
  - a. Upon delivery and receipt of tangible goods over \$5,000, the purchase is tagged by ASI. CSUSM Accountant then enters the item into the asset portion of the financial system.
- 2. Services:
  - a. Complete ASI Contract Agreement via the ASI Contract Request Form
  - b. Once request is received, Designated ASI Professional Staff member will facilitate completion of Contract Agreement
  - c. Agreement will when be routed to ASI Executive Director or Designee for signature by Designated ASI Professional Staff member
  - d. Upon receipt of fully executed Agreement, Designated ASI Professional Staff member will email completed Agreement to all parties and file.
  - e. Refer to ASI Accounts Payable Policy for payment processing.
- 3. Information Technology:
  - a. Hardware and Equipment:
    - i. Complete CSUSM Technology Order Request process.
  - b. Software and Subscriptions:
    - i. Complete CSUSM Information Technology Review Form (ITR) and follow guidelines. Once approved, purchaser may complete purchase.

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**Moved up [1]:** <#>When making purchases, all things being equal such as quality, specifications, service, and product availability, choose the lowest cost, local vendors, sustainable and/or recycled materials. ¶  
When buying in large volume or bulk, utilize established California State University, University and/or other Auxiliary purchase agreements when feasible. ¶  
All purchases must be within the allocations of the current Annual Budget approved by the ASI Board of Directors.¶

**Deleted:** <#>Purchases of less than \$5,000 require approval of the ASI Professional Staff Designee of the respective ASI entity.¶  
Purchases of \$5,000 or more require prior approval of the ASI Executive Director, including documentation of purpose, rationale behind choice of vendor and equipment, and Expenditure Request Form (Attachment A). ¶  
Payment for Purchases

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\$4,500 or over may be purchased with a ProCard or via check, but must follow the CSUSM purchasing approval process. ¶

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Upon delivery and receipt of tangible goods over \$5,000, the purchase is tagged and inventoried by the ASI Professional Staff Designee. ¶  
If needed, ASI Professional Staff Designee of a respective ASI entities will resolve any discrepancies that exist between the original purchase requested and the delivered product.¶

**RELATED DOCUMENTS**

- I. CSU Chancellor’s Office Procurement and Contracts Policy:  
<https://calstate.policystat.com/policy/7865355/latest/>
- II. CSUSM Technology Order Request Form:  
<https://www.csusm.edu/iits/trp/order.html>
- III. CSUSM Information Technology Request Form:  
<https://itservicecatalog.csusm.edu/service.php?id=64>

- IV. [CSUSM Procurement and Contracts:](https://www.csusm.edu/procurement/procurementservices/index.html)  
https://www.csusm.edu/procurement/procurementservices/index.html
- V. CSUSM Purchasing:  
https://www.csusm.edu/procurement/procurementservices/purchasing/index.html
- VI. CSUSM Goods, Services, and Information Technology [Tips for Making Purchases:](https://www.csusm.edu/procurement/procurementservices/purchasing/goods.html)  
https://www.csusm.edu/procurement/procurementservices/purchasing/goods.html
- VII. [CSUSM Insurance Requirements:](https://www.csusm.edu/procurement/documents/procurementdocs/general_insurance_requirements.pdf)  
https://www.csusm.edu/procurement/documents/procurementdocs/general\_insurance\_requirements.pdf
- VIII. CSUSM Procurement and Contracts [Guidelines:](https://www.csusm.edu/procurement/procurementservices/index.html)  
https://www.csusm.edu/procurement/procurementservices/index.html
- IX. [ASI Policies](https://www.csusm.edu/asi/about/corporate_documents/policies_and_procedures/policies_and_procedures.html)  
https://www.csusm.edu/asi/about/corporate\_documents/policies\_and\_procedures/policies\_and\_procedures.html

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**Deleted:** Fixed Asset Policy:

**Deleted:** <#>ASI Accounts Payable Policy:  
https://www.csusm.edu/asi/about/corporate\_documents/policies\_and\_procedures/policies\_and\_procedures.html#





**POLICY:** TICKET SALES POLICY

**EFFECTIVE DATE:** MARCH 1, 2013

**REVISED DATE:**

**APPROVAL DATE:** JUNE 30, 2014

**DEFINITIONS**

Designated ASI Professional Staff: ASI Professional Staff Member that has been designed by the ASI Executive Director

**PURPOSE**

The purpose of this policy is to establish a policy and procedure for the supply, inventory and management of tickets sold by Associated Students, Inc. (ASI).

**POLICY**

- I. ASI sells tickets for ASI events to students and, depending on the event, to staff, faculty and community members.
- II. ASI shall only sell tickets via digital platforms such as Eventbrite or other third-party platforms in which the platform chosen processes individual electronic payments and issues the tickets digitally. ASI shall not sell physical tickets or utilize cash handling for ticket sales.

**PROCEDURE**

- I. Sales and Inventory
  - 1. The event lead ASI Professional Staff member is responsible for setting up the online ticket sales through the ASI Eventbrite account or another third-party platform. This includes scheduling ticket sales open and close dates, managing ticket types (including complimentary tickets), ticket prices, assessment of processing fees, and adding additional questions for the purchaser. When necessary, refunds shall be processed through the ticket sales program.
  - 2. Payout from Eventbrite or third-party platform should be processed by check whenever possible. If payment is only possible through bank transfer, payout information will be set up by a separate, Designated ASI Professional Staff where necessary.

- II. Final Ticket Inventory and Reconciliation

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**Deleted:** All Tickets are ordered and received by the staff of the ASI entity sponsoring the event. Upon receipt, the tickets are checked for correct number and the inclusion of the ASI logo and applicable legal information. The tickets are stored in the Corporate Office safe.

**Deleted:** Sales and Daily Inventory

**Deleted:** All tickets to ASI events are sold through the ASI cashier in USU3700.

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**Deleted:** At least one week prior to the sale of the tickets, the Manager of Operations and/or the Financial Coordinator is apprised of the date of the event, the dates for ticket sales, the number of tickets to be sold, the price of the ticket, and the type of documentation required by the sponsoring area of ASI. Prior to the daily sale of tickets, the cashier counts and records the tickets in the daily ticket log. If more tickets are needed, the cashier notifies the Financial Coordinator or the Manager of Operations, who removes and records the necessary tickets from the safe. The cashier counts the tickets and places them in the Ticket Sales binder.

**Deleted:** <#>At the end of ticket sales for the shift, the cashier counts the remaining tickets, logs them into the daily ticket log, reconciles CSI Spectrum and gives the daily proceeds to the Financial Coordinator or the Manager of Operations. The Financial Coordinator or the Manager of Operations then place the tickets, proceeds of the day, and the cashier's cash bag into the Corporate Office safe.

1. When the tickets are no longer being sold for the event, the event lead ASI Staff member shall close ticket sales on Eventbrite or other third-party platform. Revenue and inventory reports will be recorded by the third party electronic system and a check will be mailed to ASI.
2. The event lead ASI Professional Staff who set up the ticket sales is responsible for informing the ASI Accounts Payable Designee of the total amount of sales and the appropriate revenue account to record the revenue to via email.
3. Upon receipt, the Designed ASI Professional Staff member will complete a deposit form and receive signed approval from the ASI Executive Direcor.

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**RELATED DOCUMENTS**

- I. The California State University placement and controls of Receipts for campus activities and programs: <https://calstate.policystat.com/policy/8543193/latest/>

- Deleted:** Total amount of sales will be relayed to the manager or director of the ASI entity sponsoring the event. ¶
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- Deleted:** All remaining unsold tickets, if any, will be returned to the ASI entity. ¶
- Deleted:** Fundraising Events Policy:
- Deleted:** <https://calstate.policystat.com/policy/6806928/latest/>

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 ¶  
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**POLICY:** ACCOUNTS PAYABLE POLICY

**EFFECTIVE DATE:** SEPTEMBER 21, 2018

**REVISED DATE:** DATE

**APPROVAL DATE:** DATE

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## **DEFINITIONS**

**ASI Accounts Payable (AP):**

Funds ASI pays or reimburses for goods or services from a contractor or a staff purchased on behalf of ASI.

**Control Group:**

A PeopleSoft generated report summarizing vouchers to be processed as check payments or reimbursements.

**Interunit Transfer:**

Electronic exchange of funds between units at CSUSM.

**Petty Cash:**

Funds used to reimburse for approved vouchers totaling \$50 or less.

**PeopleSoft:**

Financial System used by CSUSM.

**Requisition:**

Compilation of supporting documents for the vouchers entered on the Control Group report.

## **PURPOSE**

The purpose of this policy is to outline the proper internal controls for processing and recording payments and invoices, purchases, and reimbursements for all Associated Students, Inc. of California State University San Marcos (herein called ASI) and student organization accounts.

## **POLICY**

- I. ASI utilizes two methods for processing payments for goods and services
  1. Reimbursements via check, direct deposit, or petty cash.
  2. Payments via ProCard, interunit transfer, direct deposit, or check.
- II. ASI also processes reimbursements or payments on behalf of campus recognized Student Organization operations.

- III. ASI staff adheres to CSUSM Cash Handling Policies.
- IV. ASI will process payment within 45 calendar days of performance completion date of services or receipt of an undisputed invoice, whichever is later.

## **PROCEDURE**

- I. Reimbursement or payment process
  - 1. A current, completed Payee Data Form must be submitted or on file.
    - a) This form is received by ASI Professional Staff and entered into PeopleSoft by CSUSM Accounts Payable staff.
  - 2. An ASI Expenditure Request Form (ERF) must be completed to receive reimbursement or to process payment.
    - a) ASI ERF requires the signature of the individual requesting the reimbursement and the department supervisor or the ASI Executive Director.
    - b) CSUSM Sponsored Student Organization ERF requires the signature of the Student Organization President, Treasurer, and Faculty/Staff Advisor.
      - i. All student organizations that fall under the supervision of Campus Recreation require additional signature approval from designated Campus Recreation staff member.
  - 3. Requisitions with back-up documentation are to be submitted within the same fiscal year of the purchase.
  - 4. Requisitions are processed weekly by the designated ASI Professional Staff by entering the information into the PeopleSoft system as a Control Group.
  - 5. The Control Group report with correlating requisition packet and back up documentation are signed by the preparer then reviewed, approved, and signed by the ASI Executive Director and the ASI Executive Vice President.
  - 6. All control groups, requisitions and documentation are scanned and digitally formatted for ASI office record.
  - 7. All control groups, requisitions and documentation are then submitted to CSUSM Accounts Payable department on a predetermined weekly due date.
- II. Receipt of reimbursement via check
  - 1. Checks are prepared by the CSUSM Accounts Payable department within approximately two days after the submission of all requisition materials.
  - 2. Checks for students, ASI staff, university staff or vendors can be picked up in the ASI Office by requestor or designee or mailed.
  - 3. The check log is signed upon receipt of the checks or mailing of the check.
  - 4. The CSUSM Accountant designated to ASI tracks and reviews all payments and generates a summary of Accounts Payables (AP) outstanding checks semesterly as part of the ASI Financial Reconciliation.
- III. Receipt of reimbursement via petty cash payment
  - 1. Total petty cash funds of \$300 are maintained by designated ASI Professional Staff per ASI Cash Handling policy.
  - 2. Payments for goods and services \$50 or less may receive reimbursement through petty cash.
  - 3. An Expenditure Request Form (ERF) must be completed and include itemized receipts with any supporting documentation related to purchase.

4. Requisitions with back up documentation should be submitted within the same academic year of purchase.
5. Upon receipt for reimbursement, the designated ASI professional staff completes a Petty Cash Fund Voucher, enters the transaction in the Petty Cash Log and the requestor of the funds signs the Voucher and log prior to obtaining the cash.
6. Reimbursement forms with documentation and the petty cash vouchers are submitted to the University Cashiers Office for replenishment of the Petty Cash funds per ASI Cash Handling policy.

#### IV. Credit Card Payment Process

1. ASI provides ProCard for purchases of goods, services, and travel. ProCard purchases and usage will be made in accordance with the ASI Corporate Credit Card Policy.
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.
3. The ASI ProCard administrator will report to the University Accounts Payable the total amount due for all ProCard charges weekly for processing of payments.

#### RELATED DOCUMENTS

- I. ASI Expenditure Request Form (ERF)  
[https://www.csusm.edu/asi/documents/forms/asi\\_expenditure\\_request\\_form\\_erf.pdf](https://www.csusm.edu/asi/documents/forms/asi_expenditure_request_form_erf.pdf)
- II. CSUSM Accounts Payable Training  
[https://www.csusm.edu/fs/ap/apdocs/ap\\_training\\_manual\\_9.2.pdf](https://www.csusm.edu/fs/ap/apdocs/ap_training_manual_9.2.pdf)
- III. Payee Data Record  
<https://adobesigndynamicworkflow.csusm.edu/ap>
- IV. CSUSM Accounts Payable Department  
<https://www.csusm.edu/fs/ap/index.html>
- V. CSU Debit/Credit Card Payments  
<https://calstate.policystat.com/policy/8670322/latest/>
- VI. Placement and Control of Receipts for Campus Activities and Programs  
<https://calstate.policystat.com/policy/8543193/latest/>
- VII. CSU Contracts and Procurement Policy  
<https://calstate.policystat.com/policy/7865355/latest/>



**POLICY:** **FIXED ASSETS, PROPERTY, AND EQUIPMENT**

**EFFECTIVE DATE:** **APRIL 12, 2002**

**REVISED DATE:** **DECEMBER 4, 2015**

**APPROVAL DATE:** **DATE**

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## **DEFINITIONS**

### **Capital Equipment:**

Equipment or property that does not meet the fixed asset criteria that benefit or provide services of one year or more will be tagged and tracked but not recorded on Fixed Asset Schedule.

### **Fixed Asset:**

Equipment or property that meet three criteria including: 1) useful life of five years or more, 2) moveable property which is nonexpendable and does not change with use, and 3) a purchase price of \$5000 or greater.

### **Fixed Asset Schedule:**

Complete list of fixed asset account balance listed in the general ledger.

### **General Ledger:**

The main accounting record of a company or organization.

## **PURPOSE**

The purpose of this policy is to establish that Associated Students, Inc. of California State University San Marcos (herein called ASI) has adequate administration of property inventory and management of assets, property, and equipment.

## **POLICY**

- I. Fixed assets are used for ASI business-related purposes only and remain the property of ASI as determined by the useful life and functionality as noted in this policy.
- II. The cost of a fixed asset or capital equipment includes the purchase price plus all costs to acquire, install, and prepare the property for the intended use.
- III. The cost of the asset is recovered from operation through depreciation expense by spreading the cost of the fixed asset evenly over the life of that asset. This process is performed by the CSUSM Accountant designated to ASI and follows CSUSM and CSU Chancellor's Office policies and procedures.

1. The factors considered in the depreciating the cost of fixed assets and determining estimated useful life are wear and tear, deterioration, and damage and/or destruction.
- IV. Portable property which does not meet minimum cost criteria outlined above may be included as capital equipment for accountability purposes.

## PROCEDURE

- I. Inventory
  1. Upon purchase and/or acquisition of fixed assets, the designated ASI Professional Staff ensures that the items are tagged with a preprinted and numbered ASI property label.
    - a) All tags are to adhere to the property with easy viewing and access.
    - b) This information is forwarded to the CSUSM Accountant designated to ASI.
    - c) The CSUSM Accountant designated to ASI records the cost and useful life of fixed asset into the PeopleSoft accounting system.
  2. Annually, a designated ASI Professional Staff and the CSUSM Accountant designated to ASI will conduct an independent physical count of the inventory.
    - a) The physical count consists of a walk-through of each area of ASI to verify the physical inventory with the ASI Fixed Asset Schedule.
    - b) Any discrepancies must be reviewed and approved by the ASI Executive Director and the CSUSM Manager of Auxiliary Financial Operations.
- II. Fixed Asset Reconciliation
  1. The fixed asset schedule is reconciled quarterly to the general ledger by the CSUSM Accountant designated to ASI
  2. The CSUSM Manager of Auxiliary Financial Operations approves the quarterly reconciliation and provides the completed/signed report to the ASI Executive Director.
- III. Sale, Disposition, Transfer, and/or Stolen Property
  1. A fixed asset is considered inadequate and/or obsolete when it no longer serves the purpose for which it was originally intended.
  2. The sale, disposal or transfer of any fixed asset to a non ASI entity requires written authorization of the ASI Executive Director.
    - a) In such instances the ASI Property Disposal Form is utilized.
    - b) The bar coded property tag must be affixed or documentation to the ASI Property Disposal Form
    - c) These materials must be submitted to the designated ASI Professional Staff ~~ASI Designated Staff~~ for final approval.
    - d) All sales, transfers or disposals of property are reported with proper documentation by the ASI Designated Professional Staff to the CSUSM Accountant designated to ASI at the time of disposal.
    - e) Students or student organizations should be the recipients of disposed fixed assets whenever feasible.
  3. If a fixed asset is damaged, the ASI Executive Director and the designated ASI Professional Staff determine whether to repair or replace the item.

4. If a fixed asset is stolen, the ASI Executive Director initiates an investigation with the University Police Department. The CSUSM Accountant designated to ASI will be informed of the outcome of the investigation. If the item is not found, it will be written off by approval of the ASI Executive Director.
  - a) Any loss or proceeds from the trade, sale, or disposal of a fixed asset will be assigned to the account from which the asset was originally purchased.

## RELATED DOCUMENTS

- I. ASI Property Disposal Form
- II. CSU Administration of University Property:  
<https://calstate.policystat.com/policy/8543126/latest/>





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**POLICY:** CASH HANDLING POLICY

**EFFECTIVE DATE:** APRIL 12, 2004

**REVISED DATE:** DATE

**APPROVAL DATE:** DATE

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## **DEFINITIONS**

**Deposit:**

Funds to be placed in designated account

**Expenditure Request Form (ERF):**

ASI form used to document request for payment or reimbursement.

**Financial Statements:**

Written records that convey the business activities and the financial performance of the organization.

**Reconciliation/Reconcile:**

The process of ensuring that two sets of records (usually the balances or figures of two accounts) are in agreement.

## **PURPOSE**

The purpose of this policy is to ensure the secure collection and verification of petty cash, timely deposits, and reconciliation to the Associated Students, Inc. of California State University San Marcos (herein called ASI) financial statements.

## **POLICY**

- I. ASI follows California State University San Marcos (CSUSM) Cash Handling policies as outlined in related documents.

## **PROCEDURE**

- I. ASI Petty Cash Funds
  1. An ASI Professional Staff member shall be designated by ASI Executive Director as ASI Cash Handler and oversee documentation processes to CSUSM and internally within ASI
    - a) Designated cash handler will receive cash handling training from CSUSM Cashier's Office.
    - b) Only after this training will the designated ASI Professional Staff member have access to ASI cash box.

2. ASI Cash Box is to be locked inside the office of ASI Cash Handler. Access to this office will be granted only to ASI Cash Handler and ASI Executive Director.
3. ASI Cash Box will not exceed \$300 at any point.
4. ASI Cash Handler will reconcile cash box on a monthly basic including documentation of denomination of dollars and coins. Additional ASI employee will sign off on reconciliation.
5. ASI Cash Handler will email CSUSM Cashier's Office when cash box total falls below \$50 to replenish funds.
  - a) Email shall contain the reconciliation of the cash box including Expenditure Request Form (ERF) requests and signed petty cash vouchers.
6. CSUSM Cashier's Officer notifies ASI Cash Handler via email when funds are ready to be picked up at CSUSM Cashier's Office.
7. ASI Cash Handler will pick up funds and place in a sealed, locked banker bag during transportation back to ASI cash box.

## II. ASI Checks

1. ASI checks to be deposited following CSUSM Cash Handling policies and timelines.
2. All checks received by ASI for deposit are stamped and endorsed by ASI Cash Handler.
3. Deposit form along with the endorsed check are submitted to the CSUSM Cashier's Office for processing.

## RELATED DOCUMENTS

- I. CSUSM University Cash Handling Policy  
[https://www.csusm.edu/policies/active/documents/university\\_cash\\_handling.html](https://www.csusm.edu/policies/active/documents/university_cash_handling.html)
- II. CSUSM Cash Handling Procedures  
[https://www.csusm.edu/sfs/documents/cash\\_handling\\_procedures.pdf](https://www.csusm.edu/sfs/documents/cash_handling_procedures.pdf)
- III. CSU Campus Administration of System Wide Cash Management Policy  
<https://calstate.policystat.com/policy/8542863/latest/>
- IV. Sensitive Positions and Cash Handling  
<https://calstate.policystat.com/policy/6606953/latest/>
- V. Segregation of Cash Handling Duties  
<https://calstate.policystat.com/policy/6606839/latest/>
- VI. Acceptance of Cash and Cash Equivalents  
<https://calstate.policystat.com/policy/8666121/latest/>
- VII. Physical Protection of Cash and Cash Equivalents  
<https://calstate.policystat.com/policy/8666121/latest/>
- VIII. Debit/Credit Card Payment Policy  
<https://calstate.policystat.com/policy/8670322/latest/>
- IX. Returned Receipts  
<https://calstate.policystat.com/policy/7487106/latest/>
- X. Bank Reconciliations  
<https://calstate.policystat.com/policy/8543148/latest/>
- XI. Petty Cash and Change Funds  
<https://calstate.policystat.com/policy/6600424/latest/>



**POLICY:** ACCOUNTS RECEIVABLE POLICY

**EFFECTIVE DATE:** March 21, 2002

**REVISED DATE:** DATE

**APPROVAL DATE:** DATE

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## **DEFINITIONS**

Invoice:

Formal documentation of amounts due from an organization for good, services, and/or labor.

PeopleSoft:

Accounting software used by CSUSM.

## **PURPOSE**

The purpose of this policy is to establish Associated Students, Inc. of California State University San Marcos (herein called ASI) funds are safeguarded, to prevent loss of revenue, proper segregation of duties exists, balances are converted to cash in a timely manner, amounts due are valid and properly recorded to the general ledger, collection efforts are pursued, and debts are written off in a timely manner with proper approval.

## **POLICY**

- I. All monies owed to ASI must be accurately accounted for by ensuring all accounts receivables due to ASI are recorded in the general ledger, appropriate collection efforts are followed, and allowances are recorded for doubtful accounts and write-offs. The following procedures shall accomplish this with oversight by the ASI Executive Director/designee and the CSUSM CFO/designee.
- II. ASI accounts receivables generally consists of registration fees from hosting one of the California State Student Association (CSSA) monthly plenaries, hosting of the annual CSUnity conference and/or monies owed from other campus auxiliary organizations. ASI will follow the CSU Accounts Receivable Management policy.

## **PROCEDURE**

- I. Processing, recording and reconciling ASI invoices
  1. A request for an invoice is made by an ASI Professional staff member, a student organization, or University department via email documenting the nature of the service provided and cost associated with the service.

2. An auto generated-numbered invoice is created by the designated ASI Professional Staff member through PeopleSoft.
  - a) All invoices and their supporting documentation require the signature approval of the ASI Executive Director or designee.
3. As they are generated, copies of all invoices and supporting documents are sent to “Bill to” department/organization by ASI Designated staff.
4. Payments received for invoices and correlating deposit form are taken to the CSUSM Cashier’s Office by an ASI staff member.
5. When applicable, the CSUSM Accountant designated to ASI produces a summary of Accounts Receivable balances and Aging Report as part of the Monthly Financial Statements.
6. The Accounts Receivable Report is reviewed and reconciled by the designated ASI Professional Staff member on a monthly basis.

## II. Collections

ASI will utilize all reasonable collection efforts, including direct contact, collection agencies, and Franchise Tax Board (FTB) for balance thresholds \$100 or greater. ASI will adhere to federal and state laws covering collection practices. It is noted that the State of California allows recovery of debts by offset against tax refunds even after the State statute of limitations has expired.

## RELATED DOCUMENTS

- I. CSU Accounts Receivable Management (ICSUAM Policy 3130.01)  
<https://calstate.policystat.com/policy/7157300/latest/>
- II. [CSUSM Accounts Receivable Management Procedures:](https://www.csusm.edu/sfs/documents/accounts_receivable_mgmt_procedures.pdf)  
[https://www.csusm.edu/sfs/documents/accounts\\_receivable\\_mgmt\\_procedures.pdf](https://www.csusm.edu/sfs/documents/accounts_receivable_mgmt_procedures.pdf)

## Elections Committee Members

1. Ruby Reyes - Board member
2. Guadalupe Rosas – student at large

## 11/5 Reports

<b>Name *</b>	Ernest Cisneros
<b>Email *</b>	<a href="mailto:cisne084@cougars.csusm.edu">cisne084@cougars.csusm.edu</a>
<b>Position on Board *</b>	CHABSS REP
<b>Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *</b>	ASI Student Art Exhibition apps close 11/5/21 5pm
<b>What ASI Committees are you currently sitting on? *</b>	Student Advocacy Committee Sustainability Projects Committee
<b>Updates on ASI Committees: *</b>	No SPC yet SAC Meeting December
<b>What University Committees are you currently sitting on? *</b>	Technology Policy & Advisory Committee (TPAC) Arts & Lectures Committee
<b>Updates on University Committees *</b>	A&L meets later this month TPAC- IITS will not be splitting departments. New CTO search delayed. TPAC Senate subcommittee delayed.
<b>Other University committees you're sitting on, but are not listed above:</b>	SHAC CHABSS STUDENT SUCCESS TASK FORCE TITLE IV SEARCH COMMITTEE
<b>Upcoming Events and New Initiatives/Collaborations *</b>	Possible upcoming CHABSS Town Hall
<b>Areas of concern related to your position and its constituents. *</b>	None at this time.

<b>Name *</b>	Tam Phan
<b>Email *</b>	<a href="mailto:phan038@cougars.csusm.edu">phan038@cougars.csusm.edu</a>
<b>Position on Board *</b>	CoBA Rep
<b>Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *</b>	I attended my second SAC meeting and LEAP workshop two weeks ago, I ended up in an IO meeting somehow, so that was interesting, I met with Stephania and Jesus to discuss a joint effort between CoBA and CSTEM to create a collaboration course that combines some of the strengths between our colleges, I met with Ashley and Pat to talk about our advocacy efforts and plans to throw an end of the semester party.
<b>What ASI Committees are you currently sitting on? *</b>	Student Advocacy Committee
<b>Updates on ASI Committees: *</b>	No updates
<b>What University Committees are you currently sitting on? *</b>	Student Affairs Committee (SAC) Faculty Awards Selection Committee (FASC)
<b>Updates on University Committees *</b>	None
<b>Other University committees you're sitting on, but are not listed above:</b>	SHAC
<b>Upcoming Events and New Initiatives/Collaborations *</b>	The CSTEM reps and I have been talking about creating a collaboration class. Once we have a clear idea, we'll be presenting it to our respective Deans.
<b>Areas of concern related to your position and its constituents. *</b>	I've been feeling more comfortable in my role, but I'm finding that I'm spending a lot of time sitting on committees and I'm not entirely sure how some of the real decision making happens. It would be nice to get a clear idea of who carries out resolutions and/or how those resolutions get carried out.

**Name \*** Ruby Reyes

**Email \*** [reyes234@cougars.csusm.edu](mailto:reyes234@cougars.csusm.edu)

**Position on Board \*** CEHHS Representative

**Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \*** Meeting with CEHHS Dean preparing to create a meet the dean event for the Spring of 2022.

**What ASI Committees are you currently sitting on? \*** Internal Operations  
Student Advocacy Committee

**Updates on ASI Committees: \*** n/a

**What University Committees are you currently sitting on? \*** Faculty Awards Selection Committee (FASC)

**Updates on University Committees \***

Outstanding Lecturer Committee - In the review period of nominees, meeting set up on November 19th to meet with whole committee.

Craven Task Force - Past 3 meetings had been engaging in workshops. Last week on October 28, Dr. Gerardo Gonzalez, Psychology professor, who had led the movement of renaming Craven Hall in 1994 and Dr. Michelle Ramos Pelicia, ASCSU Representative and CFA Chapter President, who presented the resolution to the Academic Senate discussed the historical background of Craven Hall. Dr. Gonzalez spoke on the negative campus climate during the movement in 1994 and lack of support at the time.

**Other University committees you're** Craven Task Force



**sitting on, but are not listed above:**

**Upcoming Events and New Initiatives/Collaborations \*** Planning to create a finals week passive snack giveaway pop-up.

**Areas of concern related to your position and its constituents. \*** An area of concern brought from some students is the lack of understatement or flexibility provided by faculty.

**Name \*** Codie Sterner

**Email \*** [stern021@cougars.csusm.edu](mailto:stern021@cougars.csusm.edu)

**Position on Board \*** Sustainability Representative

**Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \***

-10/18/21

Meeting with Greig Guthey.

Began talks of supporting ENVS groups as ASI preservative.

Began ideas of Flash Kitchen and introduced to history of clubs of ENVS.

-10/26/21

Greg Guthey and I composed mass email to ENVS students to gauge interest in future ESA meetings and events on campus.

-10/28/21

Met with students at 12pm U-Hour and gauged interest in groups involving on campus events and group memberships.

Interest was high and I listened to students and began strategy to engage group involvement.

-10/29/21

Meeting with Juliana Goodlaw

Fantastic meeting, bridged inactive ESA group activity, engaged current ESA representatives.

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Covered Earth Day and predetermined ideas for Earth Month.

-11/2/21

Meet with Professor Daniel Cooper.

Inquired about student engagement, requested advice and attentive at ESA events.

Began interest in large Earth Day Events.

**What ASI Committees are you currently sitting on? \*** Sustainability Projects Committee

**Updates on ASI Committees: \*** I have been meeting with Ashley Fennel to discuss timeline for the Sustainability Committee, began the learning process for the Chair position.

**What University Committees are you currently sitting on? \*** Student Affairs Committee (SAC)

**Updates on University Committees \*** I currently have not been assigned a University Committee position.

**Other University committees you're sitting on, but are not listed above:** I am advising at the San Jose Youth Council program.

**Upcoming Events and New Initiatives/Collaborations \*** I have Joined ESA and act as a advisor for the student voice and plan to frequently collaborate with the ESA for sustainability events on and off campus. I have begun planning events for the 2022 Earth month, I am structuring an event called The Sustainability Gala, The planning is going well and student excitement is high.

**Areas of concern related to your position and its constituents. \*** Making sure I learn all the effective means of communication and making use of the vast amount of information this position is currently generating.

**Name \*** Julia Glorioso

**Email \*** [jglorioso@csusm.edu](mailto:jglorioso@csusm.edu)

**Position on Board \*** VP of Student & University Affairs

**Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \***

Met with SDSU's AS VP External to discuss collaborations between our Lobby Corps teams

Recorded ASI volunteer orientation on Monday

Prepped for my first Lobby Corps meeting this Friday

Mid Year Retreat Planning Committee

Met with VP Checa to discuss updates to Childcare Fee, which us execs are planning to look further into the need of the fee and what the fee pays for.

Met with Provost last week and discussed concerns with Cougar Courses and the calendar feature. Will be meeting with IITs next week to discuss these concerns. There are also discussions at the system level of the CSU to consolidate onto one LMS, likely canvas, so we as a board should start gathering student feedback on this. He also updated me that there will be more in person classes offered next semester with the colleges being at around 80% in person except for CHABSS which will be at around 50%, although the numbers are tentative.

Met with Dr. Blanshan to discuss lactation spaces.

**What ASI Committees are you currently sitting on? \*** Student Advocacy Committee

**Updates on ASI Committees: \***

SAC- discussed and got feedback on class modalities. Student feedback on class modalities from Student Advocacy Committee. Students said overall that they want more in-person classes, and there is a need for more to be offered overall within each college so that students have the option to be able to choose multiple in-person classes rather than one which makes their time on campus limited. Specific feedback from CSTEM is that computer science and engineering majors have been already doing work remotely pre-pandemic and prefer flexibility and the chemistry, physics, and biology majors all have a strong need for in-person due to the physical aspects of the classes. Feedback from CoBA is that students are having trouble networking online. Students in the dorms are having issues with doing Zoom classes with their roommate also doing Zoom classes in the same room.

Students voiced that there are many frustrations with Cougar Courses due to the calendar feature being replaced with a different feature that no longer shows due dates on the side panel of Cougar Courses. The sentiment expressed is that Cougar Courses needs to be a top priority as we remain in an online environment. Many transfer students also prefer Canvas. I am meeting with IITs this Friday to discuss these concerns.

Feedback on dining was that dining closes early for students.

**What University Committees are you currently sitting on? \*** Academic Senate

**Updates on University Committees \***

Academic Senate:

AB 928-general education committee tasked with implementing this and looking at this transfer policy

VPSA search is going on

Residence hall-Board of Trustees looking at CSUSM's proposal at the meeting

LMS-CSU consolidate around common LMS (canvas), funds to help support us, conversations are happening

GE Reimagining Taskforce-proposed subcommittee for AS

Renaming of Craven Hall

Student forums at end of the semester to offer feedback

Enrollment:

applications to the university have gone down from local areas

students from outside of the local area have gone up, starting to enroll students from around CA and out of state

need dining and housing

Increased competition among other colleges for local high school grads

Trying to get ahead of any enrollment drops

**Upcoming Events and New Initiatives/Collaborations** none

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**Areas of concern related to your position and its constituents. \*** none

**Name \*** Richard Carpenter

**Email \*** [carpe052@cougars.csusm.edu](mailto:carpe052@cougars.csusm.edu)

**Position on Board \*** Veterans representative

**Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \*** I have a future meeting with our TS 250 classes who are made up of student veterans in order to get a feel for the needs of my constituents.

**What ASI Committees are you currently sitting on? \*** Student Advocacy Committee

**Updates on ASI Committees: \*** Have yet to be assigned to a committee but looking forward to being more involved.

**What University Committees are you currently sitting on? \*** Academic Policy Committee (APC)

**Updates on University Committees \*** Have yet to be assigned to a committee but looking forward to being more involved.

**Other University committees you're sitting on, but are not listed above:** None.

**Upcoming Events and New Initiatives/Collaborations \*** Some events coming up are: Wednesday November 10th at 6:15 PM a Veterans Day Work out and get together. Yet Tuesday November 9th at 12 PM Veterans Day celebration at the upstein family veteran center. On Tuesday November 16th at 12 PM we will be having yoga on the deck at the abstine veteran center.

**Areas of concern related to your position and its constituents. \*** None.

**Name \*** Cesar Parra-Bustamante

**Email \*** [parra039@cougars.csusm.edu](mailto:parra039@cougars.csusm.edu)

**Position on Board \*** CHABSS Rep

**Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \*** Working on setting up a meeting with Leo from CHABSS in order to put together a townhall so our constituents can get to know Ernest and me a little better.

**What ASI Committees are you currently sitting on? \*** Internal Operations  
Student Advocacy Committee

**Updates on ASI Committees: \*** N/A

**What University Committees are you currently sitting on? \*** General Education Committee (GEC)  
Student Affairs Committee (SAC)  
Student Grade Appeal Committee  
Student Grievance Committee

**Updates on University Committees \*** SAC: Stefania joined our committee as the other student representative. We continued to talk about exam security and gave some personal insight of past experiences using proctoring software. We're reviewing a draft proposal written by the chair of this committee that eventually will go up for approval.

GEC: Still working on GE RE task force proposal and draft in order for the creation of the subcommittee. We also reviewed some proposal for new GE courses, this week we reviewed the proposal for ENV5 300.

Student Grade Appeal: N/A

Student Grievance: N/A

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**Other University committees you're sitting on, but are not listed above:**

CHABSS Dean Search Committee: Still haven't met. Meeting is scheduled in 2 weeks.

**Upcoming Events and New Initiatives/Collaborations \***

Meet and greet with president Neufeldt coming next week.

**Areas of concern related to your position and its constituents. \***

N/A