

1981 - 82

Budget



De Anza
Associated
Student Body

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INTRODUCTION

This will be a year of tremendous change and opportunity for student government at De Anza College. By a vote of the students this past June, the day student government (ASDAC) and the evening and off-campus student government (DEESA) gave way to a new government, the De Anza Associated Student Body or DASB for short, which represents all De Anza Students.

Similarly, this budget is the result of a process which started in January 1981 when a budget committee consisting of four day students and four evening students met to hear budget request and draw up this budget for the new government. This budget allocates student funds for the use and benefit of day, evening and off-campus student members.

A wide variety of programs, services and clubs are included in this budget, from Fine Arts and Athletics to four film series, from free legal aid to the Physically Limited and Older Adult programs, from Auto Tech club to the Veteran's club, with a wide array in between.

This budget is probably one of the three largest student budgets of any Community College in California. Our student government is potentially one of the strongest and most influential in the State. We are fortunate this year to have a wide variety of people from diverse backgrounds and interests who share in common a tremendous amount of enthusiasm and anticipation for the coming year. It is our hope and goal to become a strong, powerful, dynamic and respected student organization, representing and acting upon the needs of our students.

It is an exciting challenge for all of us and we are looking forward to it!

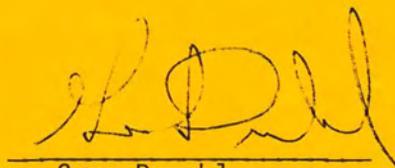
DE ANZA ASSOCIATED STUDENT BODY
7/21/1981

ATTESTING SIGNATURES

This budget for the De Anza Associated Student Body, was adopted by unanimous vote of the joint budget committee on June 25, 1981.


Kevin Payne
DASB Presiding Member


Carmen M. Garcia
DASB Director of Finance


Greg Druehl
Faculty Advisor

BUDGET STIPULATIONS 1981-1982

GENERAL STIPULATIONS

1. All programs acknowledge publicly through advertising and promotional material and in other instances where circumstances allow that DASB is funding that program.
2. No program in this budget can draw more than 10% of their original budget allotment from the emergency fund. Council by a 2/3 vote can overrule this stipulation in the event that a program has seriously underbudgeted.
3. All programs must keep accurate records of the number of persons attending that program's activities with a breakdown of the number of students included. These records are to be turned in at the end of each quarter to the Director of Finance. The Director of Finance will then turn over these statistics to the Student Council for review. If at the end of a quarter the Council feels that a program is running inefficiently (funds are not being used for intended purposes, no report at the end of the quarter is issued to the Council, lack of student service, or any other reasonable complaint lodged against a program by Council) the Council by a unanimous vote can place a freeze on a programs budget until the time in which Council feels that the program should be reinstated. A 2/3 vote is required for the reinstatement of a program once it has been frozen. Any action taken within this section requires a vote to post of at least one week.
4. All programs must follow the Financial Code included in this budget.

BUDGET STIPULATION 1981-1982

INDIVIDUAL STIPULATIONS

PROGRAM BOARD:

At least 5 % of a program budget must be spent in advertising program activities and must be posted in areas of the school where the most students will see it. (i.e, Campus Center)

CALIFORNIA HISTORY CENTER:

50% of the budget allotment must be spent on advertizing the activities of the Center. This advertising is limited to the De Anza Campus only.

ATHLETICS:

Must spend at least 5% of their budgeted funds on the advertising of sports events. This advertising is limited to the De Anza Campus. Checks will be issued in the names of students traveling for their food allowance, lodging will be paid directly to Hotel unless otherwise specified.

GRAPEVINE:

The grapevine will be published once a week and be distributed throughout all areas of the Campus. (Not just the Campus Center)

STUDENT SCHOLARSHIPS:

Student Scholarships will be awarded as follows: Two every quarter one at \$300.00 for full time student and \$200.00 for part time student. The criteria for awarding these scholarships will be decided upon the DASB Senate, to all eligible DASB students. One \$500.00 graduation scholarship.

SPECIAL ALLOCATIONS:

The General Contingency for all quarters is to be used for the funding of programs not in the budget or for unbudgeted items. The Emergency fund is to be used for 10% ceiling allowed on the budgeted programs and for emergency situations which will require the use for DASB monies. An emergency situation will be determined by the DASB Senate.

FINANCIAL CODE

I. OBJECTIVES

This Financial Code is established to define those policies and procedures of the developing, approving, and expending of all money under the control of De Anza College and its Associated Organizations in order to insure that all financial transactions will be made in the best interests of the Associated Day/Evening Students and in accordance with all pertinent County, State, and District financial regulations. ONLY DE ANZA ASSOCIATED STUDENT BODY COUNCIL MEMBERS ARE ELIGIBLE TO RECEIVE BENEFITS AND PRIVILEGES OUTLINED IN THIS CODE. OR THOSE SPECIFIED BY DE ANZA ASSOCIATED STUDENTS.

II. SPECIAL QUALIFICATIONS

Other than the general qualifications as stated in the OPM the DASB Director of Finance shall have or be willing to obtain a working knowledge of bookkeeping.

III. BUDGETS

The governing principle in considering budget requests will be to allocate money to those activities which will assure the greatest benefits to the DASB of De Anza College.

- A. All of the finances of this organization shall be administered under a budget system.
- B. Preparation of the Budget:
 1. The announcement of the submission deadline for budget requests for the following fiscal year must be sent to all Budget Administrators, College Deans, Student Council members, posted on the DASB Council Bulletin Board and made known to any other interested persons by mid-January.
 2. Announcements of the availability of the monies for the next fiscal year must be made in the various campus media.
 3. A general meeting should be held at least two (2) weeks prior to the budget requests submission deadline which will include requestors and the Director of Finance. The purpose of this meeting will be to discuss the guidelines for the submission of the budget requests.
 4. All requests for budget items must be submitted to the Director of Finance no later than the last week of February. The budget requests should have the signature of the program advisor and, when appropriate, a student representative.
 5. The Director of Finance shall present a proposed budget, approved by a majority of the Budget Committee to the Student Council at least two (2) weeks before dead week of the Spring Quarter.

- C. The Budget Committee shall consist of the DASB Director of Finance (chairperson), Activities Coordinator, The Accounts Manager, and at least four (4) other students. The Budget Committee shall be responsible for the review of all budget requests and the preparation of the preliminary budget.
- D. The approval of the annual budget requires a 2/3 vote of the Student Council.
- E. Request for line item transfers of budgeted items must be submitted in advance to the Director of Finance who will present the request to the Student Council with a recommendation.
- F. Requests for funds other than approved budget items must be submitted one week in advance to the Director of Finance who will present the request to the Student Council with a recommendation. Council by a majority vote can waive this requirement in the event of an emergency.
- G. Procedure for the disposition of money matters other than budgeted items.
 - 1. The Director of Finance presents the item to the Student Council with recommendations for action.
 - 2. After discussion on the matter, the Student Council decides to approve or disapprove the matter by a simple majority vote.
 - 3. If the item is disapproved, the matter is closed.
 - 4. If the item is approved, the affirmative vote is considered approval to post the motion on the DASB Council Bulletin Board under "Financial Information" at least one (1) week prior to the next meeting of the Student Council. At this second meeting, the matter will be reread and a final approval or disapproval roll call vote requiring a simple majority will be held.
- H. After consultation with the Director of Finance and DASB Advisor, the Presiding Member may declare an emergency at which time financial matters may be approved by Student Council by a majority roll call vote without due notice or postponement.

IV. TYPES OF ACCOUNTS

- A. DASB Accounts: All income and expenditures designated in the annual budget.
- B. Organization Accounts: Income and expenditures of recognized clubs and organizations.

V. DEPOSITS

- A. All money collected from any source must be substantiated by prenumbered receipts, prenumbered tickets, or other checkable records.
- B. No part of the expense of any event may be paid from money collected but must be paid for in the manner described under purchase orders and requisitions. (Item VII)

- C. Banking of all funds and all official bookkeeping records shall be the responsibility of the Accounts Manager, who shall be a bonded employee of the School District.
- D. All DASB programs and student organizations funds collected from any source what-so-ever, shall be deposited immediately with the Accounts Manager.
- E. The Accounts Manager shall issue a receipt for all money received.
- F. All money received shall be deposited in a timely manner.

VI. EXPENDITURES

All expenditures of the DASB Accounts or Organization accounts shall follow the procedures outlined below. No deficit spending will be allowed. No funds will be advanced on a petty cash basis.

- A. The person seeking the funds shall fill out a requisition (obtained from the Faculty Advisor, or the Accounts Manager) and will secure the approval of the Faculty Advisor, Activities Coordinator, and the DASB Director of Finance. (In the case of an emergency, the Activities Coordinator may authorize an expenditure which must then be reported at the next Student Council meeting, or at the next club meeting.)
- B. The approved requisition shall then be presented to the Accounts Manager.
- C. The Accounts Manager will facilitate the transaction in either of three ways and will note on the requisition the action taken.
 - 1. Purchase Orders - Whenever possible all goods or services must be acquired through a system of purchase orders. Purchase orders shall be obtained through the submission of a requisition to the Accounts Office. Each requisition shall identify the budget code number from which funds are to be drawn, the items or services to be purchased and the amount and the vendor from whom such items are to be purchased. After review and approval by the student organization/advisor, the Activities Coordinator and the DASB Director of Finance a purchase order will be issued. Copies of all requisitions and purchase orders will be made for the DASB Director of Finance. Receipt of goods prior to payment must be reported in writing.

The Associated Day/Evening Council will not assume financial responsibility for any charge item not covered by the purchase order issued in advance of purchases. Individuals obtaining goods or services without a purchase order will be held responsible for the payment for any goods or services.

- 2. Checks - It is sometimes desirable to pay for certain goods and services directly by check. Upon receipt of an approved requisition indicating that a check is necessary, the Accounts Manager shall prepare the check. Ordinarily checks shall be made out to the vendor.

In the event that the check is made payable to a student officer or faculty member (himself not the vendor), it is the duty of this person to obtain receipts for all money paid out and to return these immediately to the Accounts Manager.

Any goods or services paid for by check must be validated by receipt bills which must be returned to the Accounts Manager indicating that delivery has been made.

3. Open Accounts - In the event that open charge accounts are maintained only items specified in writing shall be purchased. An advance purchase order must be issued designating authorized purchases, designated time periods, and maximum amount of expenditure for the period.

VII. TICKETS

- A. Tickets to be sold for all DASB approved events may be secured from the Accounts Manager. All unsold tickets must be returned to source.
- B. Complimentary tickets to social, athletic and other events must be approved by the DASB President, and Director of Finance.

VIII. MAINTENANCE OF RECORDS

Every club or organization shall maintain accurate records of all income and expenditures and shall open their books to audit by the Director of Finance, Accounts Manager or District Internal Auditor at any time.

Inventory - All equipment not of a consumable nature purchased with funds, will, at the discretion of the Accounts Manager and the Director of Finance, be identified with an inventory number and described in a permanent record. The inventory record shall be maintained in the Accounts Office. The Director of Finance shall have the responsibility of periodically inspecting the inventory record and conducting an inventory of actual equipment with the assistance of the appropriate department, organization, or club.

All equipment purchased with DASB Student funds remain the property of DASB and will be stored on school premises when not in use.

An annual audit of all DASB accounts, organization accounts, and trust accounts shall be made by a certified public accountant retained by the School District. A report of the audit shall be made to the Student Council and the Board of Trustees of the District.

IX. FINANCIAL REPORTS

- A. The Director of Finance shall give a financial report of DASB and Organization accounts to the Student Council and obtain approval of current expenditures once a month.
- B. The Treasurer (or other designated finance officer) of every organization shall present a financial report to the Director of Finance once each quarter (time of such reporting to be established by the Director of Finance).

X. CONTRACTS

Contracts for orchestras, dance halls, entertainers, athletic events, speakers, etc., must be signed by the faculty advisor and Activities Coordinator, DASB Presiding Member, and Director of Finance. All contracts must be made out in triplicate; one copy shall remain with the faculty advisor, and one copy shall be filed with the Accounts Manager. Payment on contracts must be initiated by the regular requisition procedure.

IX. FUND RAISING EVENTS

Fund raising drives sponsored by organizations not affiliated with the college must be coordinated in advance with the campus calendar as established by Student Council and receive the approval of Student Council.

XII. STUDENT BODY CARDS

- A. The cost of membership in the De Anza Associated Student Body shall be determined by the Student Council with the approval of the College President.
- B. Lost or stolen student body cards may be replaced by the Campus Cashier after proof of prior purchase by the Registrar's Office at a replacement charge to be determined by the DASB Student Council.
- C. Spouse cards may be made available to married students at \$3.00 for the year or \$1.00 for each quarter.

XIII. TRAVEL CLAIMS

- A. Faculty Advisors must check with the Activities Coordinator about securing approval for trips and/or conferences. Anyone planning to claim reimbursement for travel expenses must secure a trip voucher in advance of the trip and the completed voucher listing estimated expenses must be approved and signed by the Activities Coordinator prior to the trip. Groups or teams traveling with an advisor must submit one claim form per group/trip signed by the advisor.

Owners of private cars providing transportation for school activities must present written evidence of liability insurance and be able to show a valid California State drivers license. Minors must supply written approval of parent or guardian.

In no instance will the expenses claimed be more than the actual amount expended. All expenses must be verified by written receipts.

The dollar amounts listed below are the portion DASB Council is willing to contribute toward travel expenses. These amounts are intended as a subsidy and any charges that exceed the stated subsidies will be at the expenses of the person/group incurring them.

- B. TRAVEL ALLOWANCES: Group and Team (based on group rates. Minimum of 3 DASB students. Arrangements for car pools and/or economy/charted airfares are expected.)
 - 1. Hotel accommodations: \$12.00 per person per night.

2. The total cost of meals per day will not exceed \$11.00 (\$3.50 for breakfast; \$3.50 for lunch; and \$4.00 for dinner) per person.
 3. Mileage expenses: \$.20 per mile, with a minimum of four people per car and 80% in California and 50% out of state per event, airfare, per person.
- C. TRAVEL ALLOWANCES: Individual (subsidies are based on an effort to obtain shared lodging with others attending the conference or event. Arrangements for car pools and/or economy/chartered airfares are expected).
1. Hotel accommodations: \$12.00 per night.
 2. Total cost of food will not exceed \$11.00 (\$3.50 for breakfast; \$3.50 for lunch; and \$4.00 for dinner) per day.
 3. Mileage expense: \$.20 auto and 80% in California and 50% out of state per event, airfare per person.

XIV. BANQUET AND ORIENTATION MEETING MEAL EXPENSES

All activities serving meals must be listed in the budget request which is approved by the Student Council.

The subsidized cost of meals served at these activities must not exceed \$2.50 per person.

XV. INCOME COMMITMENTS AND TRUST ACCOUNTS

All programs in the budget who have income commitments are expected, to the best of their abilities, to return to DASB for committed amount. If any program at the end of the budget year has not reached their income commitment and has a trust account, that program may be obliged to use their trust account to reach their income commitment. This action is to be determined by action of council upon recommendation of the Director of Finance. Council should not claim any money in trusts not made by use of DASB funds, (i.e.: funds made by outside fundraising or work done by budgetee).

If any program has reached their income commitment early in the budget year and continues to produce income through the use of evening student funds, the program will be obliged to report such earnings to the Director of Finance and the Accounts Manager. In a case of possible deficit budgeting, the council may ask for additional income from said program.

Revised 7/27/81
addition: kp, jc

DASB BUDGET 1981-82

ESTIMATED INCOME

500 - REGISTRATION

500-100 Student Body Card Sales \$ 218,714.00

500 - ATHLETICS

500-200 Men's Basketball	\$1,600.00	
201 Men's Football	3,000.00	
203 Women's Basketball	200.00	4,800.00

500 - FINE ARTS

500-300 Band	\$ 675.00	
301 Chorale	4,095.00	
302 Film Speakers	675.00	
303 Euphrat Gallery	285.00	
304 Jazz	1,140.00	
305 Theatre	1,710.00	
306 Dance	855.00	9,435.00

500 - FILMS SERIES

500-400 Cultural Series	\$ 500.00	
401 Tuesday Flicks	7,500.00	
402 Family Series	500.00	
403 Special Series	500.00	9,000.00

500 - OTHER

500-500 Student Events	\$2,000.00	
600 Bike Lockers	2,500.00	
700 Flea Market	37,900.00	
800 Publicity Room	2,000.00	
900 Interest & Misc.	20,000.00	64,400.00

TOTAL ESTIMATED INCOME \$ 306,349.00

DASB BUDGET 1981-82

GOVERNMENT OPERATING ACCOUNTS

601 - DASB ADMINISTRATIVE EXPENSES

601-100 CCCSGA Dues	\$ 300.00	
101 Area VI, CCCSGA Dues	150.00	\$ 450.00

601 - CONFERENCE & TRAVEL

601-200 Student Travel	\$2,500.00	
201 Advisors Travel	750.00	3,250.00

601 - ADMINISTRATIVE COSTS

601-300 President	\$ 100.00	
301 Vice President of Pro. Board	100.00	
302 Director of Finance	50.00	
303 Director of Day Student Act.	75.00	
304 Director of Evening Student Act.	75.00	
305 Director of Prog. Board Pub.	50.00	
306 Director of Communications	50.00	\$ 500.00

601 - GOVERNMENT COSTS

601-400 Publicity	\$ 500.00	
401 Budget & Misc. Printing	600.00	
402 Secretary	3,000.00	
403 Telephone	750.00	
404 Government Newsletter	4,000.00	
405 Saving Supplies	500.00	
406 Elections	500.00	
407 Student Body Card Printing	5,250.00	
408 Office Supplies	650.00	
409 Accounts Office Supplies	3,000.00	\$18,750.00

601 - SPECIAL ALLOCATIONS

601-500 Fall 1981	\$3,000.00	
501 Winter 1982	4,000.00	
502 Spring 1982	5,000.00	
503 Emergency Allocations	12,500.00	\$24,500.00

TOTAL OPERATING ACCOUNTS		<u>\$47,450.00</u>
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DASB BUDGET 1981- 82

PROGRAM BOARD ACCOUNTS

602 - FINE ARTS

602-100 Band	\$4,050.00	
101 Orchestra	1,205.00	
102 Chorale	5,530.00	
103 Vocal Jazz	1,870.00	
104 College Chorus	2,025.00	
105 Student Films	4,050.00	
106 Film Speaker	1,400.00	
107 Art/Photo	2,335.00	
108 Gallery Assistance	2,335.00	
109 Jazz	4,285.00	
110 Theatre	6,620.00	
110 Dance	4,285.00	\$ 39,990.00

602 - FILM PROGRAMS

602-200 Cultural Films	\$3,000.00	
201 Tuesday Flicks	12,120.00	
202 Special Series	2,227.00	
203 Family	2,000.00	\$ 19,347.00

602 - MULTICULTURAL

602-300 Asian	\$1,500.00	
301 Black	1,500.00	
302 Chicano	1,500.00	
303 Native American	1,500.00	\$ 6,000.00

602 - PROGRAMS

602-400 Lights Out	\$4,440.00	
401 Noon Time Events	4,440.00	
402 Senior's Dance	600.00	
403 Women's Week	1,500.00	
404 De Anza Day	2,000.00	\$ 12,980.00

602 - OTHERS

602-500 Intercultural Studies	\$1,600.00	
600 Flea Market	26,687.00	
700 Student Events Cont.	10,000.00	\$ 38,287.00

TOTAL PROGRAM BOARD ACCOUNTS \$116,604.00

DASB BUDGET 1981- 82

PROGRAMS

603 - ATHLETICS

603-100	Entry Fees	\$2,800.00	
101	Films	1,500.00	
102	Awards	650.00	
103	Men's Baseball	2,200.00	
104	Men's Basketball	2,200.00	
105a	Men's Cross Country	650.00	
105b	Women's Cross Country	650.00	
106	Football	4,000.00	
107	Golf	950.00	
108	Soccer	1,100.00	
109	Men's Tennis	950.00	
110	Men's Track/Field	1,300.00	
111	Women's Track/Field	950.00	
112	Water Polo	1,100.00	
113	Women's Basketball	1,400.00	
114	Softball	1,050.00	
115	Women's Tennis	950.00	
116	Women's Volleyball	950.00	
117	Barquets	650.00	
118	State Playoffs	3,000.00	\$29,000.00

603 - CO-RECREATION

603-200	Awards	\$ 200.00	
201	Equipment	600.00	
202	Game Officials & Lifeguards	3,000.00	
203	Flyers, Posters & Banners	500.00	
204	Travel & Assistants for Trips	200.00	\$ 4,500.00

603 - PUBLICATION

603-300	Grapevine	\$ 300.00	
301	Calendar of Events	8,000.00	
302	La Voz	4,500.00	
303	Publicity Room	6,800.00	\$19,600.00

603 - COLLEGE PROGRAMS

603-400	Renew	\$ 200.00	
401	California History Center	2,000.00	
402	Physically Limited Program	1,600.00	
403	Consumer Aid	450.00	

PROGRAMS (Continue)

603 - COLLEGE PROGRAMS

603-404 National Direct Student Loan	\$19,493.00	
405 Bilingual Center	2,610.00	
406 College Readiness	2,500.00	\$28,853.00

603- OAF/OAS PROGRAMS

603-500 Art/Craft Supplies	\$ 1,500.00	
501 Ceramic Supplies	1,500.00	
502 Field Trips	500.00	
503 Food & Cooking Supplies	1,500.00	
504 Holiday Parties	1,200.00	
505 Miscellaneous	300.00	
506 Music Supplies	1,000.00	
507 Special Events	500.00	\$ 8,000.00

TOTAL PROGRAM ACCOUNTS		<u>\$89,953.00</u>
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DASB BUDGET 1981- 1982

CLUBS & SERVICES

<u>604 - 100 ACCOUNTING MACHINE</u>		\$10,000.00
<u>604 - STUDENT SERVICES</u>		
604-200 Info. & Resource Center	\$10,025.00	
201 Legal Aid	4,000.00	
202 Orientation	1,000.00	
203 Holiday Food Drive	100.00	\$15,125.00
<u>604 - INTERNS</u>		
604-300 Day	\$ 1,396.00	
301 Evening	1,396.00	\$ 2,792.00
<u>604 - SCHOLARSHIPS</u>		
603-400 Day Students	\$ 1,000.00	
401 Eve./Off Campus Student	1,000.00	\$ 2,000.00
<u>604 - ICC/CLUBS</u>		
604-500 ICC General Fund	\$ 850.00	
501 Auto Tech	2,350.00	
502 Child Development Club	5,000.00	
503 College Republicans	75.00	
504 Da Basque	500.00	
505 Korean Night (Korean Club)	400.00	
506 Model United Nations	200.00	
507 Native American	1,000.00	
508 Ski Club	4,000.00	
509 Student Nurse	500.00	
510 Veteran's Club	1,550.00	\$16,425.00
TOTAL CLUBS & SERVICES ACCOUNTS		<u>\$46,342.00</u>

DASB BUDGET 1981- 1982
SUNNYVALE CAMPUS ACCOUNTS

605 - 100 LEGAL AID	\$1,000.00
605 - 200 ACTIVITIES COORDINATOR	\$1,000.00
605 - 300 SUNNYVALE CAMPUS ACTIVITIES CONTINGENCY	\$4,000.00
TOTAL SUNNYVALE CAMPUS ACCOUNTS	<u>\$6,000.00</u>

DASB BUDGET 1981- 1982

INCOME/EXPENSE SUMMARY

INCOME

500-000 All Income Accounts \$306,349.00

EXPENSE

601-000 Government Operating \$ 47,450.00

602-000 Program Board Accounts \$116,604.00

603-000 Program Accounts \$ 89,953.00

604-000 Service Accounts \$ 46,342.00

605-000 Sunnyvale Campus Accounts \$ 6,000.00

TOTAL EXPENSES \$306,349.00

TOTAL PROJECTED SURPLUS/DEFICIT 1981/82 Ø

DE ANZA STUDENT ACCOUNTS PROCEDURES

REQUISITION FORMS available in the Accounts Office, are used for (1) request for check, (2) request for purchase order, and (3) request for transfer of funds from one account to another.

REQUISITIONS:

Complete all areas of the requisition. Be sure to consult the budget for proper account name and number, or indicate the name and number of Trust or Club account being charged. Check all appropriate boxes under "Remarks". Be specific as to date needed (do not use ASAP). One requisition may be used for a number of checks pertaining to the same account. Requisitions must have substantiating evidence of the transaction. Supporting materials, consisting of receipts, invoices, bills, contract or bills for speakers or performers, must be supplied within five working days after the check has been issued. Retain the yellow copy of the requisition for your files.

Charges to a student account for purchases or workorders made through the Bookstore, Print Shop, Copy Corner or Stores Supplies must have the authorized signature of the advisor and the account number on the charge. This will permit payment without additional approval.

PURCHASE ORDERS:

Purchase orders are to be used for all budget purchases of all budget purchases of materials or services exceeding \$100.00. The requisition form is not a substitute for a purchase order. Purchase orders will be ready for mailing or pick-up after three working days. The white copy is presented to the vendor and the pink copy is sent to the originator. When the materials ordered are received, the pink copy of the purchase order is sent back to the Accounts Office with a note indicating completion of the order and that payment is to be made.

PAYMENTS:

Upon completion of requisition and all required signatures, checks will be prepared and be ready for mailing or pick-up after three working days. Please anticipate deadlines accordingly to avoid last minute requests. The blue copy of the requisition will be returned to the originator to indicate payment.

RECEIPTS:

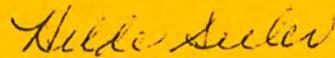
Money received from any income-producing event should be deposited promptly with the Accounts Office to insure its security. If a large sum of money is collected, arrangements for it to be held in the safe in the Administration Building overnight should be made through Campus Security Office. The funds to be deposited should be counted and the total amount of the deposit determined. Currency should be facing in one direction and \$1 bills paperclipped or rubberbanded in groups of 20. Bills in denominations of \$5, \$10 or \$20 should be paperclipped or rubberbanded in groups of \$100. Coin wrappers are available upon request and should be used as needed prior to submission for deposit. The money will be recounted and compared to the total amount submitted.

SERVICES:

Cash boxes, ticket boxes, roll tickets and change funds may be requested through the Accounts Office. A form showing the denominations and total amount required for change fund is presented to the Cashier in the Administration Building. On the next working day after the event, the change fund is to be reimbursed to the Cashier and receipted. The receipt form is then turned in to the Accounts Office with the cash box, unused tickets and cash collected.

FINANCIAL STATEMENT:

A financial statement, showing beginning balance, receipts, disbursements and ending balance is issued each month for all ledger accounts maintained by the Accounts Office. If any questions arise regarding your account, telephone 996-4758 for information.



HILDE SIELER
Accounts Manager