



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Student Activities	TITLE:	ASLC Fund processes
PURPOSE:			
To outline the steps necessary for all ASLC funding activities including deposits and expenditures.			
PROCEDURE:			
<p><u>Cash Handling- Donations, etc.</u></p> <ol style="list-style-type: none"> 1. Cash payments received by the ASLC are to be promptly deposited to the ASLC WellsFargo Account. Funds are to be deposited only into authorized/approved accounts. Checks are to be made payable to the authorized named account. In the event a check is made payable to an individual there must be appropriate endorsement. The endorsement must be preceded by "pay to _____ (account name)". 2. No expenditures shall be made or checks cashed from cash receipts. 3. All funds are to be deposited through the ASLC bookkeeper. Where feasible all funds are to be deposited on a daily basis to avoid having large sums of money on hand in a department. All funds kept overnight must be kept in a safe or locked filing cabinet. 4. When funds are collected, a receipt is to be provided. Receipts are to be numbered consistently and all members accounted for. Voided receipts must be so marked and included as backup with deposits. 5. All deposits are to be accompanied by a properly completed cash receipt form. Deposits are submitted through the ASLC Bookkeeper 			



ASLC Fund Request, Approval, and Expenditure Procedures

1. ASLC is to follow the bylaws including:
 - a. No purchases or reimbursements of ASLC funds are allowed without the following:
 - i. ASLC Approval- in a voting meeting- documented in minutes
 1. Individuals will complete a proposal form for review by the ASLC
 2. ASLC will review in one meeting and vote in the following meeting as to the approval or denial of request
 - ii. For each check there must be an associated check request- and will include receipts or invoices attached to check request form with minutes or date of approval.
 - iii. There are no reimbursements without receipts.
 - iv. There are no pre-payments to individuals for anticipated expenditures.
2. Two signatures are required on all checks:
 - a. Dean overseeing ASLC and Student Activities
 - b. President of ASLC



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DEPARTMENT: ASLC		TITLE: ASLC Fund Processes	
KEY WORDS			
Deposits Receipts/Invoices Fund Requests			
DEFINITIONS AND ABBREVIATIONS			
Cash – Money in hand, checks, money orders and marketable securities			
RESOURCES			
ASLC Request for Funds Form ASLC Check Reimbursement Form			
Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			