

POLICY NUMBER 10

PROCEDURES FOR OUTSIDE REQUISITION OF FUNDS

- Clause I.** Requisition Forms are used by the ASG to pay all billings. Forms must be completed and have original receipts/contracts/invoices attached along with a set of minutes specifying the requisition of funds, signed by the club Secretary. If the item has been approved with the current budget as a Line Item, the requirement for minutes shall be waived.
- Clause II.** All requisitions shall be signed on Mondays. A schedule shall be drafted at the beginning of the semester with a rotating list of names of the Senators who shall be responsible for signing requisition paperwork. All requisitions are forwarded to the auditor on Tuesdays for disbursement on Wednesday afternoon. Checks are written only once per week.
- Clause III.** Purchase Orders against Associated Student funds are available from the Office of Student Affairs, and are recommended by the auditor's office to create a paper trail for auditing purposes. Contact Marilyn Lunde at extension 2594 for further information on the use of Purchase Orders.

Approved 5 October 2005