



2021-2022 ASCC Financial Guidelines

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Overview, ASCC Financial Code, & District Policy

The Associated Students of Cerritos College (ASCC) supports Cerritos College students in sponsoring and providing events, activities, programs, scholarships, employment, and resources that allow our community to flourish. Co-curricular and student support services funded by ASCC provide a vibrant college experience for students, allowing hands-on learning and community engagement.

All organizations receiving ASCC funds must adhere to these spending guidelines and processes. It is the requestor's responsibility to follow all policies, guidelines, and timelines provided within this document, and any changes issued in writing (via email) during the fiscal year.

2021-2022 ASCC Fiscal Deadlines

- May 1, 2022 Deadline to submit ASCC Requisition Request Form for those seeking support submitting requisitions from the Administrative Clerk III in Student Activities
- May 16, 2022 Deadline to submit own requisitions in SpendMap for 21-22 fiscal year, for both '600' and '250' accounts, that are not athletics play-off or graduation-related activities.
- May 31, 2022 Deadline to submit ASCC Requisition Request Form for graduation-related activities, and/or deadline to submit own requisitions in SpendMap for 21-22 fiscal year that are graduation-related activities, and/or all athletics play-off activities.
- June 30, 2022 Deadline for goods ordered to be received in Warehouse, and be applied to budgets.

All 600 account funds must be expensed during the academic year, and funds do not 'roll over' to following years. Each fiscal year requires a separate funding request, and funding is not guaranteed. Any unused funds will return to ASCC reserves at the conclusion of the fiscal year.

Use of ASCC Funds

All expenditures must be related to approved spending identified within the approved budget, and in the manner in which funds were requested. The budget may not be exceeded, and all expenditures must be approved by the ASCC president (or designee) and Dean of Student Services via SpendMap before a purchase order (PO) is issued, and payment is remittable.

All receipts will be audited for appropriate business/organization use by Student Activities and Fiscal Services.

All ASCC accounts must have an identified 'account manager' that is a Cerritos College staff, faculty, or administration member, such as a Student Organization Advisor or a designated departmental employee. ASCC accounts may have up to 2 account managers, plus a District manager. The 'account manager' is responsible for approving expenditures by signing all claim statements/purchase requests. These individuals must be identified on the "ASCC Funding & Account Acceptance of Terms" signature sheet, which is to be submitted to and kept on file with Student Activities.

Types of Accounts

There are two main types of ASCC accounts, those allocated funds by ASCC on an annual basis, called '600' accounts, and those which are fundraising accounts which are held in trust by the ASCC, called '250' accounts. The following is a brief description of the account types:

- 600 Accounts
 - Allocated on an annual basis, and funds do not "roll over" to the next fiscal year (July 1-June 30).
 - Funding request window is typically January-February of the prior fiscal year.

- The ASCC Budget & Finance Committee reviews funding requests and develops a tentative budget, which is presented to the ASCC Cabinet and Senate.
- Funds are voted on and approved each April/May by the ASCC Cabinet and Senate, which determines the final budget for the following year.
- 250 Accounts
 - Student organization trust accounts as defined by [California Education Code](#). Funds are held in an ASCC bank account, with oversight by the District.
 - Student clubs and organizations may create a “250 account” to hold money collected through dues, fundraising, or other deposits.
 - Funds “roll over” to subsequent years. If a club is inactive for 3 or more semesters, 250 accounts will be closed, and money deposited into the ASCC reserves.
 - All guidelines within this document apply to 250 accounts, including deadlines.

Line Item Transfers

For funds allocated by the ASCC through 600 accounts, the funds must be spent in the way they were requested and approved. Should an organization or department wish to change line items (i.e. did not go to a conference, so would like to host an event instead), they may do so only with the approval of the ASCC Senate.

To seek approval, organizations/departments must work with a current ASCC Senator to write legislation about the requested change, and present it to ASCC Senate for a vote. This process may take 3-6 weeks until the final vote and funds can be re-purposed. If there are questions about this process, or to consult, please contact the Dean of Student Services.

ASCC Financial Code

The ASCC By-laws section IV Financial Code governs the financial matters of the ASCC. The code can be found online via [this link](#).

Cerritos College District Policy

Approved funds must follow all related District policies. Applicable policies to review include (but are not limited to):

- [AP 4300 – Field Trips and Excursions](#)
- [AP 6900 - Travel](#)
- [BP 5500 – Standards of Student Conduct](#)
- [BP 5420 – Associated Students Finance](#)
- [AP 5420 – Associated Students Finance](#)

Expenditures

Requisition Procedure

1. Have (approved) funds available in the account. (Be sure to record/remember your account number and account name)
2. **Collect all the required supporting documentation**, and save a scanned copy in your files. Please refer to the following section for types of supporting documentation needed for various expense types.
3. **Create/enter a requisition in SpendMap** (process detailed in next section).
 - a. Attach an electronic copy of all supporting documentation within the requisition.
 - b. Submit/process the requisition.
 - c. For assistance submitting requisitions by the Administrative Clerk III in Student Activities, please complete the [Requisition Request Form \(in FalconSync\)](#). The form will allow you to provide account information, expenditure information, and attach documentation. The Admin Clerk III will complete the requisition on your behalf, including obtaining Adobe Sign signatures.

Processes after requisition is submitted:

4. The requisition is routed for approvals internally by **Student Activities**. Depending on the account there are 2-3 approvers (i.e. department manager, ASCC president, Dean of Student Services).
5. After the requisition has completed all steps of the approval process, **Purchasing** will process the requisition into a Purchase Order (PO) and forward to the vendor/supplier for the requested goods/services.
6. The PO number is provided to **Accounting**, and payment may be issued if all supporting documentation is present.
 - a. If a quote was received, a final invoice must be provided to issue payment. Write the requisition number and/or PO number on the invoice, sign it, and email to hnguyen@cerritos.edu (Phu Nguyen, Accounting Technician IV).
 - b. Payment is issued only after goods are received and/or services rendered.
 - c. After creating a check, it is signed by two college managers in Fiscal Services. Then the check is mailed to the payee and/or held at the Payroll window (if payee is Cerritos College employee, and the Payroll window is open).

The entire process typically takes at least 5-10 business days from submission of requisition to availability of check/payment, **if** requisition is entered properly and all supporting documentation is present.

Expenditure Types and Documentation Needed

All requisitions must have appropriate supporting documentation in order to be processed. The following types of supporting documentation are required for each type of expenditure, and the estimated amount of processing time is also provided. All forms are available on the [ASCC Forms Website](#). Detailed information on the requisition procedures and use of SpendMap are available in the SpendMap Training Manual provided by Student Activities.

Submission timelines below assume steps 1 through 4 of the requisition procedure described above are complete. Timelines are estimates, and submissions during late-April and May should extend expected processing time by 1-3 weeks.

Requisition of Goods

Submit at least 2-3 weeks prior to date goods are needed on campus. Actual timing of delivery will vary based on vendor.

- An original, current itemized quote showing what is to be purchased. This is a listing of items requesting to be purchased. This may be in the form of a screen shot of an online 'shopping cart' that identifies items and costs (and tax/shipping if applicable). Include live hyperlink to site in SpendMap request. NOTE: Quotes should be current and not expired.
- If a new payee/vendor, a completed W-9 form. A vendor list is kept on file in Student Activities if you would like to see if their documentation is on file.

Requisition of Services

Submit at least 3-4 weeks prior to date services are needed. Provide additional time for more complicated requests (i.e. banquet contracts, multi-day services, etc.).

1. A 'Request for Contract' Form (available on the [Purchasing Forms website](#)) must be completed and sent to Ramona Mellgoza, Buyer, at rmellgoza@cerritos.edu, with a cc to Nikki Jones, Administrative Clerk III, njones@cerritos.edu.
 - a. Attach to the email an itemized quote, and/or details on the service
 - b. If a new payee/vendor (or payee with a new address), attach a completed W-9 form.
 - c. Purchasing will issue the contract/agreement, and once they received the signed contract/agreement back from the vendor and the District signs, Purchasing will forward the completed contract to the requestor (and cc Student Activities).
2. Submit a SpendMap requisition and/or the ASCC Requisition Request Form and attach a copy of the signed contract/agreement.
3. After services are rendered, send a copy of a signed invoice and/or a signed claim statement (with the PO # written on it) to hnguyen@cerritos.edu (Phu Nguyen, Accounting Technician IV).

Honorariums/Speakers/Presenters

This is the same as 'requisition of services.' Submit at least 3-4 weeks prior to date services are needed. Provide additional time for more complicated requests.

1. A 'Request for Contract' Form (available on the [Purchasing Forms website](#)) must be completed and sent to Ramona Mellgoza, Buyer, at rmellgoza@cerritos.edu, with a cc to Nikki Jones, Administrative Clerk III, njones@cerritos.edu.
 - a. Attach to the email an itemized quote, and/or details on the service
 - b. If a new payee/vendor (or payee with a new address), attach a completed W-9 form.
 - c. Purchasing will issue the contract/agreement, and once they received the signed contract/agreement back from the vendor and the District signs, Purchasing will forward the completed contract to the requestor (and cc Student Activities).
2. Submit a SpendMap requisition and/or the ASCC Requisition Request Form and attach a copy of the signed contract/agreement.
3. After services are rendered, send a copy of a signed invoice and/or a signed claim statement (with the PO # written on it) to hnguyen@cerritos.edu (Phu Nguyen, Accounting Technician IV).

Scholarships/Awards

Submit at least 2 weeks prior to date check is needed.

- A completed ASCC Claim Statement – with signature of the payee, and the account manager (either Club advisor, or account requestor).
- A completed W-9 form. Scholarships, awards, prizes, etc. are taxable income and will be reported as such. All recipients must be able to submit a W-9 with a SSN or TIN in order for the District to cut a check. If this is not possible, consider awarding a gift card (see below).

Reimbursement

Submit immediately after purchase, allow 1-3 weeks for reimbursement to be processed after submission of requisition.

- Original, itemized receipt(s) showing what was purchased/paid for. It must be clear what the method of payment was (cash, check, credit), and who paid for the item.
 - For purchases from a brick & mortar store, keep the original receipt in your possession, as it may be requested by Accounting, and is often needed when the District is audited. It proves that goods purchased were not returned after reimbursement was provided (ensures fraud does not occur).
- A completed ASCC Claim Statement – with signature of the payee.
- **NOTE: Purchasing items in advance and seeking reimbursement is to be done at the risk of the requestor, and is highly discouraged.** The requestor may be denied reimbursement for failure to provide original, itemized receipts, purchasing items not approved or allowable, and/or submitting reimbursement requests after the deadline (i.e. travel). It is strongly preferred a requisition of goods/services is completed in advance through the

ASCC/District, so the requestor does not pay out-of-pocket and risk is reduced. If there are questions about reimbursement, it is the responsibility of the payee/requestor to inquire in ***advance***.

Gift Cards

- Can be purchased by reimbursement only.
- Following the event, the requestor must submit a sheet that lists each gift card, the amount, and who it was issued to.
- Gift cards are to be considered as cash, and may be considered taxable income.

ASCC Sponsored Travel (Pending District Approval to Travel)

For 2021-2022 all travel or in-person events/activities are pending updates to the COVID-19 Return to Campus and/or other guidelines provided by the District.

All travel requests should be initiated 6-8 weeks prior to travel, and forms/documentation submitted no later than 45 days prior to travel to the Student Activities Office. All Cerritos College employees and students traveling under ASCC funding must follow applicable District policies, including following established timelines and submitting required forms.

All travel requisitions (with the exception of Athletics), must be processed by Student Activities staff.

All ASCC sponsored travel must have at least one faculty/staff advisor who will travel with the students, and assume responsibility for ensuring District policy and procedure is followed.

3-Step Travel Process

- The 3-step process for ASCC Student Travel is posted [online here](#). The steps include:
 - **Step 1: Eligibility Check** – submit the [ASCC Travel Eligibility Check](#) sheet to Nikki Jones in Student Activities. The eligibility check must be completed and approved before submitting Step 2. Student eligibility for travel includes:
 - Student has paid their Student Activities fee for the current semester.
 - Student is enrolled in at least 5 units.
 - Student has a GPA of 2.0 or above.
 - **Step 2: Complete Travel Request Packet**. This must be submitted together as a complete packet, and includes:
 - [Conference & Travel Request Form](#) with all signatures, for the Advisor and all other District employees participating in the travel. **This travel form must include the costs for the students traveling, along with the advisor.** Notate on the form that the costs are inclusive.
 - [Student Group Travel Request Form](#). This form provides travel details for the trip. Attached to this form must be a print-out of
 - Registration
 - Hotel quote showing room rate, with number of nights and number of rooms need (including taxes and fees)
 - Airline itinerary, showing date, time, airport, airline, cost (including taxes and fees)
 - Maps showing mileage
 - Parking costs
 - Shuttle/Uber/Taxi fees (note – these cannot be paid in advance, and must be reimbursed)
 - Etc. The above are typical costs. We also reimburse for car rentals, taxi, bus, meals, gratuities, baggage transfer, and instructional materials. Anything that will be expensed will require ORIGINAL itemized receipts (no copies or credit card statements) upon return.
 - NOTE: Travel may not be arranged using third-party sites (i.e. Expedia, Booking.com, Priceline, etc.), please receive estimates directly from an airline, hotel, car rental company, etc.
 - [Travel Liability Forms](#). One form per student attendee is required.
 - **Step 3: Schedule an appointment to submit forms**. Once Step 2 is complete, schedule an appointment with Ms. Jones, Administrative Clerk in the Student Activities office to review travel documentation for submission and creation of requisitions. Incomplete packets will not be accepted.

Meals

ASCC funds may be spend on meals during travel, as approved. Meals not included with conference costs may be reimbursed (preferred), or advisors may request a meal money cash advance.

The following are the meal money limits, as defined by the ASCC Financial Code by-laws:

- Breakfast \$10
- Lunch \$14
- Dinner \$18

The meal costs above are maximum amounts that can be spent, and do not indicate they are required amounts for meals, or guarantee reimbursement. Advisors are responsible for budgeting travel costs appropriately with approved and allocated 600 account funds, or available 250 account funds. Available funding may vary, and the Advisor and/or students will be personally responsible for any costs that exceed available funds, and will not be reimbursed beyond what is available/allocated or allowable under District policy or ASCC By-Laws (i.e. meal allotments).

Meal Money Advance

Advisors may request a cash advance for meal money, through submission of an ASCC Claim Statement at least 2 weeks prior to travel. The meal money advance (check) is made in the Advisor's name, and they must cash the check to use during travel. It is the advisor's responsibility to collect receipts from students, and they will submit all receipts and remaining cash back to the Payroll window within a week of returning from the trip. It is the advisor's responsibility to ensure the amounts on the receipts, along with any remaining cash, equal the same amount as the check issued to them in advance. Meal money cash advances are done at the risk of the advisor.

Post-Travel Reimbursements

Travel reimbursement claims must be submitted no later than 30 calendar days after the travel occurs, or by June 30 (whichever is sooner). Reimbursements may be submitted per payee, and can include reimbursements for meal money, shuttle/Uber/taxi costs, mileage, hotel costs not prepaid by the District, etc. Forms submitted after 30 calendar days, or forms that are incomplete and do not include necessary itemized original receipts, may be denied for reimbursement.

It is the payee's responsibility to submit for reimbursement within the established timeframe, and it is the Advisor's responsibility to share this information with their student group/organization members and travelers.

Steps to reimbursement (for the payee – the one being reimbursed):

1. Collect all receipts, which must be original and itemized.
 - a. For meal money - on each receipt, write the date and meal it corresponds to (i.e. 4/17/20 lunch) and the names of those who it pertains to. If the meal cost is for the entire group, a printed list of the group is allowed (should space not permit writing names on a receipt). For each receipt, it must be clear what day and meal the receipt is for, and who the costs are attributed to.
2. Schedule an appointment with the Administrative Clerk II in Student Activities, and bring all (original, itemized) receipts to the meeting. Assistance will be provided in creating an ASCC Claim Statement for reimbursement.