

PROCEDURES FOR SPENDING CAMPUS ORGANIZATION FUNDS

Questions should be directed to the Associated Students Government's designated Bookkeeper

- (1) All persons wishing to spend funds in a Campus Organization account must comply with the following procedures
 - (a) Requisitions, complete with prices and full descriptions of items to be purchased, must be submitted for approval at least two days prior to the needed purchase date.
 - (b) All requisitions must be signed and approved by the Club Advisor, Club Officer, the Dean of Student Development & Campus Events and/or Agents by Law or Agents in fact, and the Vice President of Student Services. The expenditure or contribution of campus organization funds is prohibited where the purpose of the expenditure or contribution would be for any of the following:
 - (1) An illegal or improper purpose.
 - (2) A purpose which would conflict with the authority.
 - (3) An activity which is not sponsored on behalf of all the members of the campus organization.