

POLICIES AND PROCEDURES

Subject: Student Organization Funds Reference: G-XXIV-b
Source: Vice President, Instruction Eff. Date: September 1, 1997
Approval Auth.: President Approved: _____
Remarks: Replaces previous policy dated September 1, 1994.

Date: October 1, 1997

All funds of each official student organization shall be deposited in an agency account maintained for the organization by the College Business Office. Deposits are made to the Business Office.

All Expenditures of student organization funds must be approved, in writing, by the Student Activities Specialties in advance of the expenditure, or commitment, except that the Student Activities Specialties may give oral approval under unusual circumstances in which the expenditure does not exceed \$25.

Detailed procedures for the deposit, expenditure and other administration of funds of student organizations will be prescribed by the Dean, Student Services with the advice of the Vice President, Business Services.