



2013-14 **ASUC** **AGENT** **HANDBOOK**

WELCOME TO THE ASUC!

As an ASUC Sponsored Group you have joined over 500 diverse student organizations in their commitment to provide UC Berkeley students with high quality co-curricular activities. These groups cover a wide range of interests from college majors, the environment, career goals, dance and music. They offer students many social outlets and leadership opportunities as well as the means to explore individual cultures and express different points of view.

What's Inside....

About the ASUC.....	3
Office Space Allocation and Resources	
Office Keys.....	5
Housekeeping.....	6
Emergency Procedures.....	6
Eshleman Building Hours.....	7
Mail Services.....	7
Your Group's Constitution.....	8
ASUC Student Group Funding	
Annual Budget Process.....	9
Senate Contingency Fund Process.....	9
Finance Committee.....	10
Funding Resources.....	11
Fundraising Guidelines/ASUC Non-Profit status.....	12
Guidelines on Non-Commercial Fundraising.....	13
ASUC Financial Policies (Per ASUC By-Laws Title III).....	14
CalLink.berkeley.edu Instructions.....	18
Viewing Account Balances.....	20
Spending Procedures Chart.....	21
Petty Cash Reimbursements.....	24
CheckRequest.....	26
Purchase Order.....	28
Personal Service Agreement.....	30
Transfer.....	32
Stipends.....	34
Cash Handling Guidelines & Deposits.....	36
APPROPRIATE DOCUMENTATION EXAMPLES.....	38
Glossary.....	40
COMMON ISSUES for Requests Stalled in Stage 3.....	42
HELPFUL Checklists	43
Important Dates in the Fiscal Year.....	Back Page

ASUC STUDENT GOVERNMENT CONTACT INFO:

www.asuc.org
112 Hearst Gym

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Graduate Assembly President	Max Gee	president@ga.berkeley.edu
ASUC Executive Vice President	Nolan Pack	evp@asuc.org
ASUC Academic Affairs Vice President	Valerie Jameson	aavp@asuc.org
ASUC External Affairs Vice President	Safeena Leila Mecklai	eavp@asuc.org
ASUC Student Advocate	Timofey Semenov	advocate@asuc.org

2013-14 ASUC Senators contact info and office hours at www.asuc.org

LEAD Center STAFF DIRECTORY

The LEAD CENTER (LEAD Center) refers to the group of professional staff advisors dedicated to helping groups. Our LEAD Center 102 Hearst Gym Hall Front Desk is your resource for questions, forms and financial document drop offs and pick up.

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Assistant Director, Student Organizations	Fred McCall	fredmcall@berkeley.edu
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ASUC Programs & Archives	Christopher Wong (Interim)	cwong2012@berkeley.edu

LEAD Center Coordinators for LEAD Center group categories:

Publications, Media & Film, and Technology	Kelly Morr	kmorr@berkeley.edu
Health & Wellness, Political & Advocacy, and Spiritual	Millicent Morris Chaney	millicent@berkeley.edu
Recreational, Arts, and Performing Arts	Millicent Morris Chaney (Interim)	millicent@berkeley.edu
Cultural & Identity-Based	Marissa Reynoso	marissa_reynoso@berkeley.edu
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The Green Initiative Fund and Environmental Organizations	Katherine Walsh	kwalsh@berkeley.edu

For Appointments Phone: (510) 642-5171

lead@berkeley.edu

General Front Desk Hours: Mon-Fri 9am-6pm
CASH TRANSACTIONS: Mon-Fri 10am-4pm

lead.berkeley.edu
102 Hearst Gym

General Information About the ASUC

The ASUC is a Constitutional student government established in 1889 as an autonomous, student-controlled organization, operating as a non-profit association in the State of California to represent student concerns to the University and community and provide student services. The ASUC Constitution may only be amended by a vote of the entire student body. ASUC elections occur annually in the spring semester for the following academic year. The Constitution allows for By-Laws which guide the day to day operations of the Student Government and outlines the relationship of the ASUC to Student Groups. You can review the Constitution and By-Laws by visiting www.asuc.org or talking with your group's assigned advisor.

Preamble, ASUC Constitution -

We, the students of the Berkeley campus of the University of California, as an autonomous constituency of the university community, do provide by this Constitution a student government committed to effective student participation in all areas of student concern, that we may, through independent action and in concert with other constituencies of the university community, participate in the formation and the improvement of educational programs, protect full freedom of assembly and expression in the university community, articulate and represent the student interest in the governance of the campus, provide services and coordinate activities for students, and advance our common interests and concerns as students and as citizens,..."

One important aspect of the ASUC is its role as the official voice of the student body. The ASUC represents student concerns to the University administration through student appointees on Academic Senate and Chancellor's Advisory committees.

The ASUC also provides many services directly to students. These range from free peer to peer counseling in legal and renter's issues to assistance from the Student Advocate's Office.

The groups and programs that the ASUC Sponsors are as diverse as the people they serve, including student tutoring of grade school children, free health programs, and a number of resource groups for students on campus. The ASUC funds over 400 different student groups and publications, representing a wide spectrum of cultural, social and special interests.

The strength of the ASUC comes from student involvement in all aspects of its programs. Most positions are held by students, including elected officers and 20 senators, plus hundreds of volunteers initiating projects and programs important to current student lives. The ASUC serves to enrich the educational experience of students by offering positions of responsibility and community.

ASUC FUNDING, the COMMERCIAL & STUDENT SERVICES BOARD, and the ASUC AUXILIARY:

The ASUC is mainly funded by students' fees (\$27.50/student per semester). These fees are collected by the University along with all other academic fees but is directly managed by the ASUC through its legislated budgeting process which allocates funds to projects and groups through Senate Bills or Grants.

In addition, the ASUC manages commercial activities that generate revenue which covers administrative costs of staff and building maintenance and may return revenue to the student body. The commercial activities include the Cal Student Store, the Bear's Lair Restaurants and other businesses housed in the MLK Jr. Student Union and the Cal Lodge at Donner Summit. These businesses are directed by the COMMERCIAL and STUDENT SERVICES BOARD (formerly Store Operations Board aka SOB). The CSSB is composed of 12 volunteers (5 staff and faculty and 7 students) who meet the 2nd Tuesday of every month. The ASUC AUXILIARY manages the day to day operations of the businesses and facility interests of the ASUC on behalf of the Student Government. You can find out more about the CSSB and consider being appointed to the CSSB by contacting the ASUC Executive Vice President.

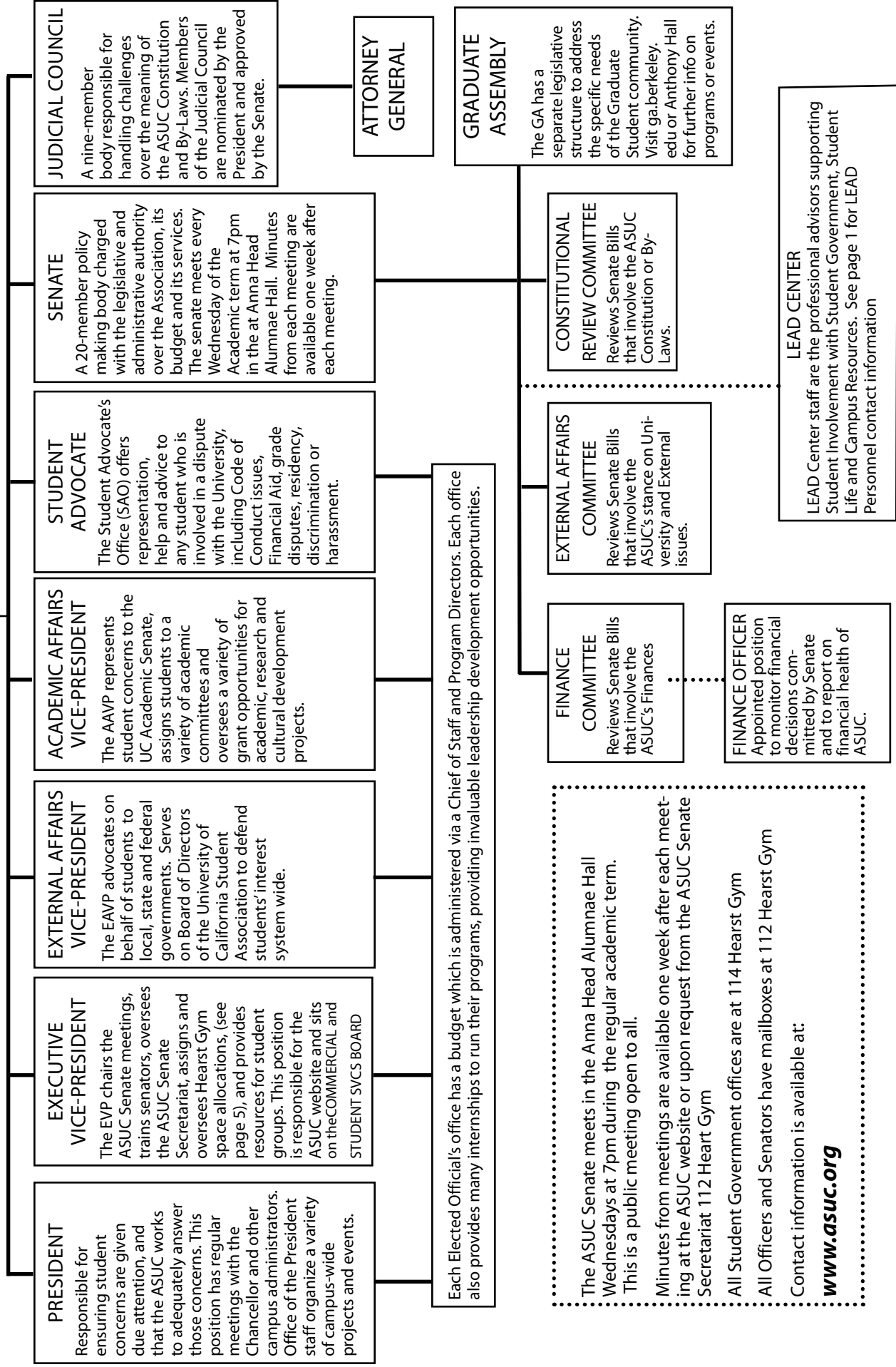
ASUC NON-PROFIT STATUS:

The ASUC is a 501c3 Non-Profit organization, recognized as such by the Internal Revenue Service in 1949 to support the educational, cultural and social missions of the students of the University of California. When a group is officially sponsored by the ASUC through the ASUC Senate legislative process, the ASUC may accept donations of goods, services or funding from donors or grant-making organizations to help your organization support its mission. These donations may be claimed as charitable by the donor.

NOTE: Donors may need a Federal Tax ID Number for their tax records. The tax identification number provided will be that of the ASUC and your advisor will provide this information directly to the entity requiring it. The donor may just need the number, they may need the number provided on ASUC letterhead, they may need a copy of our IRS determination letter or our IRS Form 990. Please provide the following details to your advisor when this information is requested: name of donor, address of donor, phone number and fax number, if appropriate, and the nature of the donation, i.e.: cash, in-kind or service. The appropriate documentation will be forwarded.

Organizational Chart

ASSOCIATED STUDENTS ELECTED GOVERNMENT



ANNUAL OFFICE AND STORAGE SPACE ALLOCATION AND RESOURCES

Would your group like a space at Hearst Gym? Then your group should follow these steps:

1. The ASUC Executive Vice President's Office will create the annual Request for "Student Space Application" in the spring which will allow your group to apply for office, workstation, or cage space.
2. You must fill this entire application out and submit it to the appropriate offices.
3. The Executive Vice President's Office will create the annual space allocation and allow you and your group to move into your space in the middle of May.
4. A member of your organization must attend the annual Student Space Orientation before gaining access to your space. At this orientation you will learn about necessary policies for maintaining the space in addition to gaining combinations and access codes.
5. Please note that your "lease" of the space is contingent on a member of your organization attending the Student Space Orientation, signing the Student Space Agreement, and your group's vacating of the space the following May.
6. Groups are required to apply annually and are also required to vacate their spaces annually in May for the cleaners to come and refresh spaces.

Individual Office Key Policies:

No individual will gain keys to a particular space. The Executive Vice President's office will place all hard keys into lockboxes outside of spaces. The member of the organization that attends the Student Space Orientation will gain the combination to the lock box for the particular space and will share the combinations with members as he or she deems necessary. Please note that combinations must only be shared with members of the organization and the student who attended the Orientation will be held accountable for this sharing. Any lost lockboxes or keys must be reported to the Executive Vice President at evp@asuc.org so that locks may be rekeyed. Policies surrounding lost keys or lockboxes will be detailed in the Student Space Agreement.

Electronic Card Key Policies:

- Each student group that has completed the Student Space Agreement may receive Electronic Key Cards that allow access to Hearst Gym/Hearst Annex outside of regular building hours. Instructions and application available at www.asuc.org/access
- Electronic Key Card holders must read, understand and sign an agreement regarding security responsibilities involved in using the card. Most importantly, building occupants must never prop open access doors or allow any person unknown to you to enter the building. The agreement can be found in the LEAD Center in 102 Hearst Gym.
- The Key Card MAY be encoded to your current ID.
- Access to the building via Electronic Card Key is monitored by the UCPD. Do not allow others to borrow the key

Questions? Contact ASUC EVP Student Spaces staff at spaces@asuc.org
114 Hearst Gym

USING STUDENT SPACES

Maintenance:

ASUC Auxiliary custodial & maintenance staff are here to assist you. Any problems you may have please contact your advisor so that appropriate actions might be taken.

Trash receptacles and other office trash can be left outside offices at night (Sunday through Thursday). **Our staff will THROW AWAY all items left in hallways.** The Campus Fire Marshal has informed us that we must not store large items and office equipment in hallways. All doorway must be clear of debris, supplies, etc.

Excess paper and cardboard can be recycled in the bins provided. Bins with blue paint around their rim are designated to recycle paper and cardboard. Please remove any plastic or metal ties as they are not recyclable. If you have a large quantity of recyclables please contact your group's LEAD Center Coordinator giving the staff a brief description of where these items can be picked up.

Computers, computer monitors, mini-refrigerators, and other non-trash items must be disposed of environmentally. Our staff will pick them up and send to certified recyclers in the area. DO NOT throw them into trash bins as we could be fined by the campus.

While eating is not prohibited, we suggest that you do not store any food in your desks or closets. Pests love a good snack too and we need to discourage them. Cockroaches enter your site via cardboard boxes (they eat the glue while traveling) once the lights go out they migrate to the nearest food source (the half eaten nutigrain bar in your desk). Once they establish a foot hold, they are almost impossible to get rid of. Rodents travel along hallway walls and love to nest in couches and other items with fluffy fillings. By keeping exit doors closed and items out of the hallway you discourage these four legged friends.

Fire Safety:

Electrical issues within our building are a constant source of danger. The Fire Marshal has cited us for using "daisy chains." Daisy chains are extension cords plugged into extension cords. If there are electrical problems in your area please report them to your advisor. Also be aware of how many plugs are in each outlet. While some electrical appliances draw little energy, some pull almost a circuit.

Per the Fire Marshal, flyers may be posted on bulletin boards only. Not on doors or walls.

General Safety:

Personal safety is everyone's job and do not let strangers into your buildings. Challenge people you do not know by asking them where they are headed and how you can assist them. Strangers will not want to answer these questions. Say good-bye politely and call UCPD at (510) 642-6760 and report their whereabouts. Never try to throw anyone out of this building. This is police work; cooperate and follow instructions of the police.

Emergency Procedures

The Chairperson for each group occupying space in Hearst Gym should make sure group members are familiar with Hearst Gym's Emergency Procedures, available from the Building Safety Coordinator in 102 Hearst Gym. The most important points to remember:

- In the event of a fire, notify the fire department by pulling a fire alarm and, after you are a safe distance away, call the fire department by dialing 911 from a campus phone.
- A building occupant is required by law to evacuate the building when the fire alarm sounds.
- Do not use Elevators to evacuate the building.
- In the event of a fire, close all doors if it is safe to do so.
- In the event of a bomb threat or a non-fire emergency, evacuate immediately but do not close doors.
- Gather in the Emergency Assembly Area, on the North Field, between Barrows Hall, Music Library and Hearst Gym.

Hearst Gym and Hearst Annex A Building Hours

Regular hours of access are:

Mon through Fri: 8:00 am - 6:00pm

Saturday: Card key access only

Sunday: Card key access only

PLEASE BE AWARE: Building access hours may be altered during special times of the year. Changes will be posted on the exterior doors.

Mail Services

There are mail slots in room 112 Hearst Gym for all currently sponsored Publication, SAG, and SISG Groups, as well as for Blue and Gold Yearbook. ONLY ORGANIZATIONS THAT COMPLETED SPRING BUDGETING THE PREVIOUS YEAR WILL BE GIVEN A MAIL BOX, UNLESS A NEWLY SPONSORED ORGANIZATION REQUESTS ONE FROM THE SENATE OFFICE MANAGER. Mail is distributed daily to your group's box. Please check the box regularly for mail, flyers, and important notices which affect your group. To receive mail at this box you must use the following address. Mailboxes will be emptied monthly by the ASUC Senate Office Manager, so please check your mail. You should also use this as your return address:

ASUC/Group Name
University of California
112 Hearst Gym, MC 4520
Berkeley, CA 94720-4520

Receiving Packages: Your group may receive packages from UPS, FedEx or other delivery services. These packages will be held in by the ASUC Senate Office Manager in 112 Hearst Gym or another ASUC associated space until you have picked it up. A note from the ASUC Senate Office Manager will be placed in your group's mailbox or you can know when it is expected and check the room at your convenience. PLEASE make sure your group's name is on the package and, if possible, include an individual's name in the address as well, like "Group Name/Attn: Judy Ursine."

Campus Mail: Campus and interdepartmental mail does not require postage. Procedures for sending campus mail:

- * Write "Campus" on the mail and include the Department Mail Code and provide a Return Address
(There are also Campus Mail Envelopes available upon request.)
- * See the ASUC Senate Office Manager in 112 Hearst Gym for drop off.

YOUR GROUP'S CONSTITUTION

As a group organizing at UC Berkeley and as an ASUC sponsored organization your group is required to have a Constitution that is approved by the LEAD Center, 102 Hearst Gym. Your group's constitution should reflect the intent of your organization as well as its personality. Your constitution should discuss your group's purpose, its goals, and how it intends to achieve its expectations. As a general rule, daily operating procedures, duties of officers, and issues not directly related to the central purpose of your organization are usually included in a separate set of by-laws. The constitution should mainly express why your group exists.

Each year, your officers should review your constitution to confirm that it is current to your organization's structure and operating procedures. The constitution is where your group will turn if there is conflict or confusion about how your group is operating.

CONSTITUTION GENERAL OUTLINE

Article I: Name

- What is the exact title of your organization?
- Will your group be known by any other name, abbreviation, or acronym?

[NOTE: Per Berkeley Campus Regulations, student groups may not use the University of California, Berkeley or any abbreviations (e.g. UC) as part of their name, etc. Other terms, such as "Campus," may be used. "Berkeley" may be used at the end of the name, but not at the beginning.]

Article II: Purpose

- Why does your organization exist? Who does it serve? What are its goals?

Article III: Membership

- Who is eligible for membership? Are there any membership requirements? Are there any restrictions on University students (e.g. GPA, class standing)?
 - Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.
 - *Include the following required language:*
We will not have according to California State Law. We will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).
If your organization will be recognizing off-campus participants, including your groups alumni, they are to be considered "non-active" or "associate" members. Describe who is eligible for this type of membership and what rights they have in the organization.

Article IV: Officers/Elections

- List the offices by title.
- Which is the primary ASUC Agent?
- When are elections held?
- Who is eligible to run for office?

Article V: Meetings

- How often does the group meet? Does your organization have a quorum? Who sets the agenda?
- How are emergency meetings called? Who may cancel a scheduled meeting?

Article VI: Amendments

- Who can propose an amendment? How are they proposed? What is the required period of time between the proposed amendment and a final vote? How will you notify active members that an amendment is going to be voted upon?
- Incorporate into your constitution that an amendment will need a 2/3 majority vote from your active membership to pass (amendments change the structure of the group and it is important to have 2/3 approval from the members at large so that there is strong agreement that the change should be made.)
- Include the following required language:
All amendments, additions or deletions must be filed with the LEAD Center, 102 Hearst Gym, within one week of adoption.

Article VII: Dissolution

- How is the group dissolved? Who decides (What is the required majority)? What will you do with unspent funds?
- The following is required:
All unspent ASUC funds remain property of the ASUC,
All privately obtained funds must be donated to a non-profit organization.

Note: We recommend you consult with the LEAD Center to assure your constitution adequately meets your group's needs.

<http://lead.berkeley.edu/orgs/constitution>

ASUC STUDENT GROUP FUNDING

ANNUAL BUDGET PROCESS

Each spring the ASUC accepts applications for funding from student groups for the following school year as part of its Annual Budget Process. Funding applications are made available to new and currently funded student groups. Announcements will be made in the Daily Cal, your group's mailbox, and at the LEAD Center Front Desk. Groups must reapply each year in order to receive sponsorship from the ASUC.

The following steps highlight the Annual Budget process:

- Groups obtain a copy of the funding application and instructions by visiting www.asuc.org. This application must be submitted by the deadline to be considered in the normal budget process.
- The Senate Finance Committee (Fi-Comm, see next page) reviews applications and makes tentative award decisions.
- Groups are notified of the tentative award amount.
- If groups find the amount to be unsatisfactory, they may appeal the award before Fi-Comm or as instructed by the Finance Officer.
- Fi-Comm makes amendments to the budgets as needed, and makes recommendations to the Senate for final approval.
- Final approval is voted upon by the Senate.
- LEAD Center informs groups of the award by e-mail notification and by posting on bulletin boards in Hearst Gym and at www.asuc.org.
- Funds may be activated on July 1, after the registration process has been completed. (This date may be later depending on the completion of an annual audit.)

General Timeline

February.....	Funding Applications available at www.asuc.org
Early March.....	Group Funding Applications due
Mid-April.....	Tentative awards posted
End of April.....	Appeals of Tentative awards
May.....	Senate passes budget

SENATE CONTINGENCY FUND PROCESS

If a student group does not request funding during the Annual Budget Process, or is a new student group, funding is still available through the Senate Contingency Funding during the academic year. The following steps outline the Contingency Fund Process:

- The student group may first receive instructions for the Funding Application from the Senate Secretariat, 112 Hearst Gym or online at asuc.org.
- The student group must find a Senator who will write a Senate Bill proposing funding and sponsorship for the group. The student group must give the Senator three documents:
 - * Copy of its Funding Application or budget
 - * Copy of its constitution
 - * Verification of its "University Registration as a Student Organization" form (LEAD Center Registration)
- The Senator must turn in the Senate bill to the Senate Office by 9am Tuesday for it to be included in the agenda packet.
- At the Wednesday night Senate meeting, the bill will be sent to the Finance Committee (Fi-Comm). Fi-Comm will review the bill and funding application, allocating a tentative funding amount for final Senate approval. Fi-Comm will also review the constitution to verify that it adheres to all University and ASUC guidelines. Please note that Fi-Comm may choose to pass, table or kill any bill.
- Once passed out of Fi-Comm and Internal, the bill returns to the Senate for final approval. The Senate may change the final funding amount.
- After Senate passes the bill, an account must be set up for the group with Financial Services and the LEAD Center. This will take at least five working days.
- When the account is set up, the group must follow all necessary steps for registration with the LEAD Center. Only after the process is completed may groups access their funds.
- Note: The process for approval normally takes between two and four weeks.

FINANCE COMMITTEE

FUNCTION: Any time business comes to the ASUC regarding student group financing, the Finance Committee discusses the motion. This includes spending, group sponsorship, facility use fee waivers, and finance rule waivers. All questions are approved by a majority of the committee except for a fee waiver, which requires two-thirds, or five votes.

MEMBERSHIP: The Finance Committee consists of 7 senators as voting members and correspondence will be directed to the Chair, whose appointment will be established by the 3rd week of classes. The ASUC President, Executive Vice President, Finance Officer, and Secretariat are all ex officio members.

MEETING TIME AND PLACE: The Committee usually meets Monday nights at 9:00 pm* in either 114 Hearst Gym or Anna Head Alumnae Hall. Your group's motion will not be considered unless either a representative from the group or the author of the bill is present. *(This is a tentative time to be confirmed after the committee is formed)

DEADLINE FOR SUBMITTING BUSINESS: All waivers must be submitted to the Finance Committee Chairperson online (see below) prior to the meetings. The ASUC by-laws require that all waivers be submitted AT LEAST TWO WEEKS BEFORE the event date. Also, your group or event must be ASUC sponsored to be granted a waiver.

SPECIAL NOTE ON FOOD WAIVERS: Per ASUC By-laws Title III, Article 3, Item 7, the criteria the Finance Committee must follow in granting food and beverage waivers is as follows:

- a. No more than 25% of current ASUC Funding shall be waived to purchase food and beverages as a 1st year ASUC Sponsored group
- b. No more than 20% of current ASUC Funding shall be waived ... as a 2nd year ASUC Sponsored group
- c. No more than 15% of current ASUC Funding shall be waived...as a 3rd year group
- d. No more than 10% of current ASUC funding shall be waived...as a 4th year or more ASUC sponsored group
- e. ASUC By-Law Title III, Article 3, Item 9 states "All ASUC Sponsored groups, ASUC affiliated groups, and ASUC Sponsored events shall be limited to one thousand dollars (\$1,000.00) in waiving the purchase of food and beverages.

SPECIAL NOTE ON FACILITY WAIVERS: ASUC Sponsored groups will be eligible for up to 1/2 of the Facility Fee Waiver upon submission of a Facility Use Request and a working budget. Full Waivers will only be granted when the documented need has been vetted, which may include a review of Spring Budget allocation, previous year income/expense review, and analysis of overall annual programming commitments. (Actual amount of waiver granted will be at the discretion of the Finance Committee based on event budget)

FORMS YOU MUST PROVIDE: All groups are required to bring a printed verification of LEAD Center registration and a copy of the group's constitution. Groups requesting funds should bring a detailed budget for your estimated expenditures. Groups requesting waivers must complete the Finance Committee Waiver form available at:

<http://www.callink.berkeley.edu>

[see News Article "How to Request Finance Committee Waivers"]

Be prepared to provide a copy of the invoice, receipt, or an estimate for the amount requested.

If you would like further clarification on any of the above policies or to know more about the ASUC Constitution, By-Laws or Senate procedures I encourage you to contact the Finance Committee or any of your elected Senators directly. They can be contacted online through asuc.org, or you may drop off paper mail for them on the 112 Hearst Gym.

Any questions may be emailed to the FiComm Chair. Final FiComm membership will be forwarded to you by your advisor when it is available.

finance@asuc.org

OVERVIEW OF FUNDING RESOURCES

The major fund sources for activity groups are ASUC, Refundable, Miscellaneous, Ethnic Studies 5th Account, ASUC Academic Affairs Mini-Grants funds, Cal Corps funds, University Co-Sponsorship and fundraising.

ASUC: The money which the ASUC Senate allocates your group is referred to as ASUC or Programs funds. This money may only be spent on those expenses and activities which the Senate approved in your group's funding request. All expenses in your original request may or may not have been approved. Make sure to obtain the adjusted budget figure from your group's advisor at the beginning of the fall semester.

ASUC PUBLICATION GROUPS: If your group wants to start an official publication, sponsorship/funding as an ASUC Publication Group is available.

ASUC ACTIVITY GROUPS: If you want to start a group which organizes students around a common goal, such as supporting a major, activism about issues of the campus and community, celebrating cultures, dance or theatre, or just playing games, sponsorship/funding as an ASUC Activity Group is available.

ASUC STUDENT INITIATED SERVICES GROUPS: If your group is interested in expanding your activities into a committed service organization to the campus or surrounding community, sponsorship/funding as a Student-Initiated Services Group is available.

ASUC GRADUATE ASSEMBLY: Groups interested in funding for activities/events that affect Cal graduate students may contact the Graduate Assembly in Anthony Hall, (510) 642-2175, <http://ga.berkeley.edu>.

Miscellaneous: Since ASUC Activity groups are not allowed to have outside bank accounts, all privately obtained funds are deposited in the group's miscellaneous account (please refer to the section on deposits for more information). Miscellaneous funds may be spent in any way the group chooses as long as the expenditures are not for any illegal activities or events, and as long as they do not violate any University or ASUC policies and procedures.

Refundable: Any ASUC funds which your group wishes to use for a fundraiser, such as selling T-shirts, is considered seed money; it must be refunded after all sales are deposited and must be returned within the same fiscal year it is dispersed.

Ethnic Studies' 5th Account: Funds are available for student group projects, activities or events that are ethnic-specific and educational to the general campus community. Grant requests are considered by a board of representatives from the ASUC and the Depts of African-American, Native American, Chicano and Asian American Studies. Application information can be obtained from the LEAD Center Advisor in 102 Hearst Gym, (510) 642-5349 or find "Ethnic Studies 5th Account" at [Callink.berkeley.edu](http://callink.berkeley.edu) organization page

ASUC Academic Affairs Grants: Grants up to \$1,000 are available to fund curricular-related projects and events that address the need to improve the undergraduate academic experience at CAL. Information is available in the Academic Affairs Office, 112 Hearst Gym. Applications are available on the web at <http://callink.berkeley.edu/organization/aavpgrants> and are usually only accepted in the beginning few weeks of any given semester.

UC Berkeley Public Service Center Funds (formerly Cal Corps): Funding is available for groups interested in community service projects. Contact the UCB Public Service Center Office, 102 Sproul Hall, (510) 643-0306, <http://publicservice.berkeley.edu>.

University Co-Sponsorship: Your group may work with a University department or unit to produce an event or project. Let your ASUC advisor know who you are working with from this department so they can help facilitate the interaction between your group's ASUC accounts and the University Dept. The ASUC maintains a separate accounting system from the University and some confusion may arise for the group or the department. Also, if your event's costs will exceed the resources that have been allocated by or reside within the ASUC, your advisor will be glad to know that the event has Co-Sponsorship support.

Student Opportunity Fund: This fund provides monetary support to collaborative events planned by and for Cal students. More information about SOFs can be found at <https://students/berkeley.edu/myberkeley/misc/opfund.asp?todo=home>.

The Green Initiative Fund (TGIF): This is a grant-making fund for sustainability projects on UC Berkeley's campus. About \$280,000 per year are available; students, faculty, and staff are eligible to submit project proposals. More information can be found at <http://www.tgif.berkeley.edu>.

Outside Funding/ASUC Non-Profit Status: There are many resources in the community that are waiting to hear from you about your needs and goals. All it takes is some creative thinking, planning and writing. As an ASUC sponsored Student Group, donors are eligible to donate to the ASUC on behalf of your group, and their donation may be claimed as charitable as the ASUC is a Non-Profit Organization, IRS Code 501(c)3, Educational organization. This applies to donations of goods, services or funds.

Guidelines When Fundraising as an ASUC Sponsored Group:

You must work closely with your LEAD Center Advisor when organizing fundraising activities that will require the ASUC's 501c3 non-profit status and tax identification number. The following paragraph will help you think about how to represent your group and the ASUC to potential donors.

"MY GROUP is a sponsored student group of the Associated Students of the University of California, a non-profit unincorporated association, IRS Code 501c3. Your donation to the ASUC on behalf of ASUC/MY GROUP may be claimed as charitable. Checks should be made payable to the ASUC/MY GROUP and mailed to:

ASUC/MY GROUP
c/o LEAD Center
University of California
102 Hearst Gym, MC 4500
Berkeley, CA 94720-4500

NOTE: Any donations must be deposited to your ASUC miscellaneous account in order to be acknowledged as tax-deductible.

If you have already received a donation and need to provide a receipt, or if you are initiating a donor contact and just want to let them know that they will be able to receive a receipt, you should forward the following information to your LEAD Center Advisor and they will provide the appropriate documentation to the donor.

Your advisor will need:

Name of Donor,
Address of Donor
Phone and fax number, if available
Donation specifics, i.e.: amount of funding, in-kind, etc.
Name of Student Contact working with donor

If someone needs documentation of the ASUC's non-profit status before they are willing to make the donation, then you, again, provide your advisor with their contact info and a letter, on ASUC Letterhead, will be forwarded to them on your behalf. Please note: The ASUC does not automatically send a receipt for your deposits unless specifically requested.

There are not specific restrictions on what can be donated but a group cannot use donations to pay salaries, buy personal items or pay for personal living expenses. The funds must go for your group's activities as outlined in your group's constitution.

When fundraising, it is important to have developed some specific goals and purpose. Donors will be more enthusiastic about donating for a specific purpose, like workshops or fellowship requests versus just saying "our group needs money." A detailed budget helps communicate to donors what their funds will go toward and proves your group has relevant and clear need.

LEAD CENTER GUIDELINES ON NON-COMMERCIAL FUNDRAISING:

The LEAD Center has developed guidelines for ASUC Sponsored Group fundraising activities to facilitate compliance with the University of California's policy on campus fundraising activities. A Fundraising Request Form is required 5 working days in advance.

Please note:

The LEAD Center requires that a fundraiser involve only transactions that are one-time efforts offered to clearly benefit the constitutionally defined purpose of the group, and marketed in such a way to maximize the group's benefit and minimize the commercial activity involved.

* By campus policy, no fundraising is allowed that encourages or commits a student to enter into a continuing agreement between the buyer and a third party commercial entity, or in any way compromises the student's privacy or autonomy as defined by California state laws protecting student privacy and information.

example: Offering credit card applications or magazine subscriptions or similar programs would not be allowed

* By campus policy, no student or student group is allowed to become a sales representative on behalf of a non-campus commercial enterprise. An arrangement to be a sales representative for a commercial entity compromises the group's ASUC sponsored status within campus policy and jeopardizes their ability to maintain campus recognition.

example: Acting as a promoter of non-campus merchandise which would be purchased directly from non-campus enterprise

* It is acceptable to buy a product at one price and offer it as a fundraiser for the benefit of the group.

example: Purchasing merchandise (pencils, T-shirts, edible goodies following EH&S guidelines,) and re-selling as a fundraiser to support organizational goals

FUNDRAISING POINTERS

- * Have a good product to sell and define it. What is your special focus?
- * Have a constituency to sell it to. Who has an interest in helping your cause succeed?
- * Have a specific need and make it known. Make your request as specific as possible.
- * Have a plan to say "Thank You."
- * Utilize gifts with integrity. Each successful donation is a valuable relationship.

Remember, a good fundraiser will raise capital AND raise awareness of your group's mission. Be creative and innovative in pursuing a program that promotes your goals and is fun.

It is a good idea to talk to your campus advisors before you commit resources in order to confirm your ideas are well thought out and comply with campus policies.

UC POLICY 42.30 on NON COMMERCIAL FUNDRAISING states:

"Noncommercial fund-raising by student governments and by Registered Campus Organizations shall be permitted pursuant to University policies and campus implementing regulations. Noncommercial fund-raising by individuals or by other groups also may be permitted under regulations developed by the campus, consistent with university policy. Provisions may be made in such regulations governing the collection of donations, sale of materials, admission charges, and financial accountability."

[A Fundraising Request Form must be submitted to the LEAD Center, 102 Hearst Gym, at least 5 working days prior to the date of the event. A copy of the approved Fundraising Request Form should be maintained by the group during the fundraising activity. A food permit may also be required for food sales and can be obtained at ehs.berkeley.edu/permits.]

ASUC FINANCIAL POLICIES

As an ASUC Sponsored Group, it is your responsibility to adhere to all ASUC Financial Policies. Failure to do so may result in the reclamation of your funding. These policies are established by the ASUC By-Laws, Title III. It takes a 2/3 vote of the ASUC Senate to amend the By-Laws.

FAQs

HOW TO REGISTER YOUR GROUP WITH LEAD Center:

Brand new groups must register and submit a constitution for approval either in person at the LEAD Center, 102 Hearst Gym or online at lead.berkeley.edu. Ongoing groups and new groups who have completed the first step, have 4 students (or at least 2 students plus 2 UCB staff or faculty) sign up as Signatories at lead.berkeley.edu. Each of these signatories must complete an online orientation and quiz. There is also a required section to update your general group information. LEAD Center Registration is good for the full academic year as long as no changes occur to affect your signatory status.

HOW TO REGISTER AS AN ASUC AGENT:

New Agents must attend a Workshop with their advisor to become trained on the policies, procedures and forms required to access the ASUC accounts.

Ongoing Agents must check in with the LEAD Center 102 Hearst Gym each semester to update their contact information and confirm they are still students by showing Cal ID.

WHEN DOES THE FISCAL YEAR BEGIN AND END?

The ASUC works within a Fiscal Year that begins July 1 and ends June 30.

1. Registration

All ASUC Sponsored Groups must:

- be registered with the University through LEAD Center.
- every academic year, register your group with the ASUC by visiting callink.berkeley.edu and following registration steps.
- ASUC Agents must register every semester with LEAD Center by presenting valid UCB ID card to LEAD Center staff and confirming current contact information with LEAD Center Front Desk.
- provide LEAD Center with the name and email address of your group's Chairperson(s) by assigning the position to this member in the Org's CallLink roster. LEAD Center maintains current information on the names, addresses, telephone numbers and e-mail addresses of group leaders and ASUC Agents.

2. Constitutions

All ASUC Sponsored Groups constitutions must:

- adhere to all University guidelines.
- adhere to all ASUC guidelines.
- be approved by LEAD Center before gaining access to funding.
- email a copy to LEAD Center advisor if changes occur. Your new constitution will be official once approved.

3. Use of Student Fees

Since the ASUC exists to serve students, and ASUC funds are supplied by a compulsory student fee:

- All Activity Groups must be composed primarily of students (at least 50%)
- Only registered students may act as ASUC Agents for the group or as a voting cabinet member

4. Outside Bank Accounts

Outside bank accounts are prohibited. As an ASUC Sponsored group you have an ASUC monitored bank account to allow the ASUC to maintain your group accounting records. Agents of the group manage the funds according to the group's needs but using the ASUC's accounting system.

5. Mid-Year Report

Each group is required to submit a Mid-Year Report to the ASUC at the end of the fall semester. One copy will be forwarded to the Finance Officer for use in the Annual Budget Review Process. Your group will be notified of the due date. Failure to submit this report:

- may result in a hold being placed on all spending by the group.
- jeopardize continued funding of the organization by the ASUC.

6. ASUC Programs and Miscellaneous Accounts

Separate accounts are kept for the group's ASUC annually allocated Programs funds and Miscellaneous funds. ASUC Programs are those funds granted to the group by the ASUC Senate for the current fiscal year's activities. Miscellaneous funds are raised by the group and spent at the group's discretion.

A. ASUC programs funds may be spent on the following types of items:

- * Operational costs such as copies, phone bills (for campus phones), mailings, office supplies, banners

- * On Campus events-rentals of on-campus facilities, equipment for such events
- * Guest speakers, performers for on-campus events
[These are a few items, feel free to ask your advisor about other types of expenses.]

I. ASUC Programs funds may not be used for the following items:

- (1) Food and beverages [See special note on FiComm food waivers]
- (2) Travel
- (3) Off-campus activities
- (4) **Advertising for off-campus activities/events** (see campus regulations regarding RSO recognition)
- (5) Awards, prizes, gifts or trophies (including T-shirts or other giveaways)
- (6) Conference fees
- (7) Organizational dues
- (8) Letterhead stationary without the ASUC name
- (9) Salaries, stipends, or workstudy awards
- (10) Rent typewriters or other office machines
- (11) Intramural Sports Fees
- (12) **Illegal activities and illegal substances (this includes alcohol)**

Items 4 and 12 EXCEPTIONS: The ASUC Finance Committee cannot waive restrictions on advertising for off-campus events, per campus policy, nor for illegal activities, per local, state and federal law.

II. Unspent ASUC funds programs revert back to the ASUC at the end of the academic year

III. Per ASUC Senate Bill SB107/SP 2004 your group may be able to use your ASUC funding for certain events within the geographical boundaries of Ashby to the south, west to MLK Jr. Blvd., north to Cedar Ave., and east to Botanical Gardens in the hills. This requires prior approval of your LEAD Center advisor.

B. Miscellaneous and Trustee funds are those moneys privately obtained by the group, are spent at the discretion of the group, providing the expenditures are not illegal in nature, and have been authorized by the group's ASUC Agent. The following guidelines are requested to protect your group, the University and the ASUC:

- (1) If you rent a vehicle using Miscellaneous funds, you are required to purchase \$1 million in insurance coverage naming the UC Regents as first insured.
- (2) If travelling in a private vehicle, provide ASUC with a copy of the owner's Driver's License and Proof of Insurance.
- (3) Miscellaneous funds must not be used to advertise for off-campus events using the group's name.
- (4) Unspent Miscellaneous funds carry-over to the next year's accounts.
- (5) Upon dissolution of a group, Miscellaneous fund balance will be returned to the group at its request, or donated to a non- ASUC organization with the approval of the Senate Finance Committee.

7. Expenditures

LEAD Center staff members approve ASUC group funding expenditures when they stay within the guidelines established by the Senate Finance Committee in the Spring Budget process

8. Appeals

Groups may request to appeal any decisions made by LEAD Center by contacting the Finance Committee.

FAQs

HOW TO BE ALLOWED TO USE FUNDS FOR NORMALLY RESTRICTED ITEMS:

The ASUC Senate Finance Committee has the authority to grant a waiver allowing funds to be used for most normally restricted items, depending on the situation. Fi-Comm may take into account how the request fits into the group's mission, how well students are being served and whether the group has sought alternative sources of funding.

A FINANCE COMMITTEE WAIVER FORM may be completed at:

callink.berkeley.edu.

(Search for news article re: How to Request Facility/Finance Rule Waiver)

WAIVER REQUESTS ARE SUBMITTED TO FI-COMM AT LEAST TWO WEEKS BEFORE THE FUNDS WILL BE SPENT TO ALLOW FOR REASONABLE CONSIDERATION.

NOTE ON FOOD WAIVERS:

ASUC By-Laws limit the percentage of a group ASUC funds that can be waived by the Finance Committee:

1st year groups: Fi-Comm can waive the by-law for up to 25% of current year funding

2nd year groups: Up to 20%

3rd year groups: Up to 15%

4th year groups: No more than 10%

NOTE ON BOTTLED WATER:

ASUC By-Laws do not allow the use of ASUC funds for purchase of bottled water, regardless of Finance Committee waiver for refreshments

HOW TO USE MISCELLANEOUS FUNDS:

Most groups use their Miscellaneous funds to pay for refreshments, travel, off-campus activities and T-shirts, gifts, etc. but do not hesitate to request a Fi-Comm Waiver to request to ASUC Funds as there are many appropriate reasons for the rules to be waived when your activities are supporting a group's constitutional mission and contributing to the student community.

Trustee funds are similar to monies in the Miscellaneous funds, but are used exclusively by certain service, RRC and government groups. You can essentially consider this fund like a vault, whereby previous years' miscellaneous funds are transferred into the account for book-keeping purposes. The rules that apply to Miscellaneous funds (Section 6B) are also applied to Trustee funds.

FAQs

NOTE ON CONTRACTS:

Contracts can include language that your group may not be able to comply with. Whoever signs the contract may be held liable for compliance. Item 9 could prevent the group from being committed to a contract that an individual may have signed without consulting the organization. If the ASUC is given the opportunity to review and sign a contract for you then the ASUC can assist you if any conflicts arise with that obligation.

Your group may be entering into rental agreements for facilities, catering contracts or entertainment contracts. Please do not rush into agreeing to a contract until you have provided your advisor an opportunity to review it.

NOTE ON PAYING FOR SERVICES:

If you are paying someone a dollar amount, from either Programs or Misc. funds, in exchange for any kind of service, whether they be speaking, singing, designing a website, painting a mural or making a meal, they are earning a wage that the ASUC is required by the IRS to be ready to report as income.

If it happens that a student pays a person for their services out of their pocket and then needs to be reimbursed from your ASUC accounts it will be very difficult to ensure they will be reimbursed. Please work with your advisor to have the PSA completed before you need to pay the performer.

WHY ORIGINAL RECEIPTS?

Original receipts are a very common business requirement, not just an ASUC rule to make a group's business more difficult. Auditors require original receipts be submitted to ensure the expense is only being reimbursed once. A copy of a receipt gives the appearance that the original might have already been submitted to another agency or is being kept for tax purposes, which is not allowed if it is a reimbursed expense. Please train your group members to be careful about asking for and retaining receipts as it is an excellent life-long habit to adapt...and is an ASUC rule that does make your group's business more, um, professional. Additionally, you should be asking for original receipts from your members if they are being reimbursed from group funds regardless of whether the reimbursement is coming from the ASUC accounts.

Unsatisfactory or missing receipts are the most common hitch to getting students reimbursed. Please see page 38 for examples of what receipts should look like and talk to your advisor if there are any questions or concerns.

9. Contracts

ASUC Sponsored Groups may not enter into or sign contracts without coordinating with your advisor. All contracts which involve a Sponsored Group:

- must be submitted to LEAD Center advisor for review AS SOON AS YOU BEGIN TALKING WITH THE VENDOR BUT AT LEAST 10 DAYS BEFORE THE EVENT. Remember, it is to your benefit to have any agreement reviewed for liability issues.
- are not valid until signed by the LEAD Center Advisor.
- must be reviewed by ASUC Counsel when liability is in excess of \$2,000.

10. Disk Jockeys (DJs), Guest Speakers, and Performers require a Personal Service Agreement. Payments for Disk Jockeys, guest speakers, and performers:

- must be requested by submitting the completed Personal Service Agreement for the approval of the Director of Student Affairs (see page 30 for detailed instructions).
- must follow all PSA procedures.
- must be turned in 10 working days prior to the execution of the services.

11. Reimbursements

Many transactions you will be processing will be reimbursing individuals for expenses they have made out of their personal funds. Please be sure your group members are aware:

- all requests for reimbursement must be accompanied by original receipts (a receipt should indicate the amount paid and by whom, if appropriate). See page 38-39 for examples.
- credit card receipts are unacceptable unless accompanied by itemized receipts.
- reimbursements for photocopies must have a copy of the copies made attached (or the first page of multiple page documents) or uploaded to the groups.callink.org documents folder.
- small business receipts must be stamped with vendor name or accompanied by the vendor's business card. A vendor's name, phone number and signature will suffice if no other form of legitimizing documentation is available.

12. Capital Expenses

Sponsored groups must obtain the approval of the Finance Committee for any purchase of an item:

- which exceeds \$1,000 or more.
- has a useful life of five years or more.

Typed proposals must be submitted to LEAD Center stating the following: what the equipment will be used for, where it will be kept, and who will be in charge of it. This policy applied to both Programs and Miscellaneous funds.

13. Donations

Donations of either ASUC Programs or Miscellaneous funds to any non-ASUC organization must be approved in advance by the Senate Finance Committee and should be raised only on behalf of organizations that are IRS recognized non-profit organizations. The beneficiaries' Tax ID will be required. This applies to benefits, fundraisers or any other program.

14. Political Activity

No ASUC Funds may be used to:

- a. fund the activities of ASUC, local, state or national political parties. **(campus political clubs, though eligible for ASUC funds, may not spend any funds in violation of the above.)**
- b. pay for the activities and/or publications in support of or against any ASUC propositions.

15. No ASUC Programs Funds may be used to support or sponsor religious rites or services.

16. Cash Handling

If you need a cash box for an event, please see your advisor 5 days prior to the event (to ensure that a cash box is available to you).

See page 36 for ASUC guidelines for handling cash and checks.

17. Cal Student Store

All ASUC Activity Groups receive a 10% discount when using an ASUC Purchase Order at the store (see page 28 for detailed instructions).

18. Sponsorship Information

All stationary bearing the group's logo and all printed materials bearing the group's name must include **"ASUC Sponsored"** as part of the original design. Failure to include "ASUC Sponsorship" information will result in a forfeit of the right to be reimbursed and reclamation of a portion of your group's award (for Programs and Miscellaneous)

A copy of printed and photocopied materials must be submitted to LEAD Center.

19. Website Registration

All ASUC Sponsored Groups who already maintain a Group Homepage must provide a link to the official ASUC Website at www.asuc.org from that homepage.

20. Wheelchair Accessibility Information

All activities or events which the group sponsors:

- a. must be held in a wheelchair accessible area.
- b. must advertise the extent to which the event is wheelchair accessible.
SEE DSP.BERKELEY.EDU FOR GUIDELINES ON HOW TO SPELL OUT ADA COMPLIANCE.

Failure to hold events in wheelchair accessible areas and to publicize wheelchair accessibility will result in forfeit of the right to be reimbursed and the reclamation of a portion of the group's award.

21. Disclaimer

The ASUC reserves the right to withdraw support funding and or affiliation in the event that any of these policies have been violated by the group. It is the responsibility of group leaders to become familiar with these policies and notify other group members of these policies.

FAQs

WHAT CAN POLITICAL OR RELIGIOUS GROUPS DO WITH THEIR FUNDING?

Groups can use their ASUC funds to inform the campus about their viewpoint or philosophy. Informative events or literature is protected as free speech but these forums should provide an opportunity for discussion and alternative viewpoints.

WRITTEN PROTEST TO POLITICAL OR RELIGIOUS CONTENT:

Any registered student may file a written protest as to any specific student activity group/publication which he/she objects to for religious, political or ideological reasons. The portion of the protesting student's fees which went toward the protested activity may be refunded after a hearing is held. See LEAD Center, 102 Hearst Gym, for further instructions.

STUDENT CALENDAR:

When promoting your event, remember to add it to the Student Calendar at events.berkeley.edu, and to post it on the E-Billboard at callink.berkeley.edu.

OCF/PUBLICATIONS CENTER:

The Open Computing Facility (OCF), an ASUC sponsored group, provides website service to campus groups for free. Visit ocf.berkeley.edu for details. The OCF/ Publications Center is located on the basement level of Hearst Gym. Any ASUC sponsored group may use any available workstations.

CalLink Organization Management System

The LEAD Center transitioned to a new web-based Student Organization Management tool in 2009-10, hosted by CampusLabs.org, a nationwide leader in student information management. CalLink provides groups direct access to a variety of tools, the most pertinent for the ASUC Student Govt/Student Groups being the web-based financial management tools.

You may want to familiarize yourself with the CalLink environment by viewing the Help Videos provided by Collegiatelink. The Help Button at the top right corner of any page is also very helpful.

PLEASE NOTE: The ASUC primarily uses the Finance tools, but your group can utilize any of the tools you find useful. The tools available at CalLink include:

E-Billboard to Post Events	Finance Tools	Tasks
News	Customizable Organization Page	Membership/Roster
Management	Surveys/Forms	Individual Message Capabilities
Document	Notification Lists	Homepage Wall for group-wide comments

The CalLink.berkeley.edu requires users to authenticate using CalNet Authentication to provide students with a safe and accountable environment.

GETTING STARTED/LOGGING IN:

All users must initially log-in at callink.berkeley.edu using CalNet Authentication and complete a User Profile. There are a variety of ways to customize CalLink for yourself, whether by editing your Profile from the "Account" tab in the grey bar at the top of the page or customizing your involvement

To Edit Privacy Settings:

1. Under "Account," click "Privacy Settings."
2. Here you can choose to "Show" or "Hide" your name in any Organization you are a part of.

The "Message" tab at the top of the page will indicate whether or not an individual has received any notifications

PRIMARY CONTACT and ASUC AGENT Users:

Each group must have one individual that is designated the Primary Contact. This position manages the Membership Tools as well as having access to all other privileges except ASUC Agent Finance approvals. Upon the ASUC's initial organization setup in CalLink, each organizations LEAD Center Advisor was designated a Primary Contact by default. Your group should reassign the Primary Contact responsibilities to a group leader upon registration. Both Primary Contacts and ASUC Agent Users have full access to an Organization's Management Tools but only Primary Contacts receive notification when prospective members choose to join your organizations CalLink roster and only ASUC Agents can approve financial transactions.

ASUC GROUP REGISTRATION:

All ASUC Sponsored Student Groups must annually complete the registration process through the CalLink website (see steps below). ONE PERSON from your group must:

1. Fill in your groups Organization information to complete your profile.
2. Update the CalLink Membership Roster in names of your roster with your group's current Executive Board ie. your group's leadership structure according to your group's constitutionally mandated process. Changes to officer rosters must be consistent with your group's constitution
3. Choose the Primary Contact as Member Position (this position manages the roster)
4. Certify that your group is registered with LEAD Center. (Before beginning the Cal Link registration form, it is imperative that you go to the LEAD Center website, lead.berkeley.edu and follow the steps to pass the quiz and receive your: "Verification of Student Group Registration")
5. Confirm that your group's current Constitution is uploaded to the callink/documents folder. If there is a more current document, e-mail the updated document to your LEAD Center advisor. (IMPORTANT: Have an electronic version of your constitution available before beginning registration steps.)
6. Have attended or be scheduled to attend the ASUC Agent workshop with your LEAD Center advisor. Additional members may attend the ASUC Training to be trained and enabled to authorize ASUC Financial transactions. The

ASUC recommends the President and Treasurer, at the least, complete this training. (Once trained, ASUC Agents must register every semester with LEAD Center by presenting valid UCB ID card to LEAD Center staff and confirming current contact information.)

ADD MEMBERS/ASSIGN POSITIONS:

A prospective member can proactively choose to become a member of an organization with these steps:

1. Once student has logged into CalLink and set up personal profile, they can search for an organization and request to join it via the "Join Organization" Button.
2. Student will be set up as a Prospective Member
3. Primary Contact will receive an email notifying them of the prospective member. The Primary Contact or ASUC Agent then uses the Manage Roster tool to accept the member's request and, if appropriate, assign a position that gives access to relevant management tools

OR

The Organization Primary Contact can choose to add new members under Manage Roster-->Invite People

1. An email will be sent to the Pending Member who must confirm membership before any further action can proceed.
2. Student will remain Pending until they accept the membership invitation via the callink.berkeley.edu emailed link
3. Primary Contact can assign positions to the member by using MANAGE ROSTERS
4. In MANAGE ROSTERS, find the now confirmed member and choose Edit Positions
5. Assign a position to the member by choosing the position and confirming its assignment.

In any given group, there will only be one Primary Contact, and this person will be able to add and create positions for the group. However, every group is set up with three GLOBAL positions common to all organizations. The same person can be assigned to multiple positions.

AVAILABLE GLOBAL POSITIONS:

Primary Contact: Position primarily responsible for managing group's CalLink profile, membership and other organization management features, including receiving any requests for membership.

ASUC Agent User, Stage 2: Position authorizing financial transactions (See Stage Approval Process below)

Financial Requestor, Stage 1: A member who the ASUC Agent User has authorized to spend group funds and submit Expenditure Requests directly into CalLink system.

ADDITIONAL POSITIONS can be created that are unique to the Organization and each position can be assigned customized levels of access to the Administrative tools, depending on that position's roles and responsibilities. But ONLY LEAD Center Administrators/Advisors can assign members to ASUC Agent User Stage 2 position once the Agent training is completed.

STAGE APPROVAL PROCESS:

The next section goes into detail of the different Financial Transaction options available. All Financial Transactions must be approved by a group's LEAD Center advisor and the ASUC Financial Services to ensure funds are being used appropriately per ASUC Constitutional guidelines and IRS Regulations for 501c3 Non-Profit organizations. CalLink provides a transparent workflow for the necessary approval processes. The basic approval flow is:

1. Stage 1: Financial Requestor (Or ASUC Agent User directly) initiates a Purchase Request on-line form, prints a cover sheet and attaches necessary documentation to be submitted to the ASUC for processing.
2. Stage 2: ASUC Agent User reviews Expenditure Request in organization's "Purchase Requests" tab, sends comments back if necessary, or, if approved, moves transaction to Stage 2. Cover Sheet and any necessary documentation is dropped off LEAD Center, 102 Hearst Gym or designated location, per your organization's Advisor instructions.
3. Stage 3: The request has been received at ASUC, but remains unapproved due to issues with the request. Please look at the STAGE HISTORY COMMENTS and make changes accordingly.
4. Stage 4 and Stage 5: LEAD Center Advisor reviews and approves. **If over \$1000.00 OR expending ASUC Student Fees for Travel, Food, Capital Expense, or Gift Items, including tshirts, Stage 5 approval by LEAD Center Director must occur.**

FINAL STAGES: LEAD Center Approved transactions are processed by ASUC Financial Services using a University audited accounting system which manages the ASUC Student Government/Student Group funds per required standard accounting procedures established by the Internal Revenue Service, State of California and the University of California.

TIMELINE: Most transactions are processed within 3 to 10 business days. Please review the following pages for detailed instructions on different types of transactions.

VIEWING ACCOUNT BALANCES

Groups should keep detailed records according to an organization's simple or complex needs. A working budget which incorporates actual expenses versus estimated future income/expense is imperative for a healthy budget and organizational stability. The CalLink Financial tools provide up-to-date information on the status of your ASUC Account Balances and submitted transactions.

View Accounts Balance (From an Organization's Point of View)

- 1) Search for organization on Organization's search bar and select Go (or go to My Involvement).
- 2) From Finance link in the right hand menu, select "Accounts" tab.

All Groups have a SUMMARY account which presents groups OVERALL available balance, regardless of source of funding. More importantly is to be mindful of the Account Balances for each Line-Item fund your group has been assigned (see example)

Finance

Create Purchase Request

Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

Purchase Requests		Accounts			
Name ^	Description ^	Organization ^	Parent ^	Balance	Available ^
30-33-800-7699-4860 LCB MISC		Longboard Connection at Berkeley	30-33-800-XXXX - SAG Student Activity Group SUMMARY	\$0.00	\$0.00
30-33-800-7699-5700 LCB PROGRAMS		Longboard Connection at Berkeley	30-33-800-7699-XXXX Longboard Connection at Berkeley SUMMARY	\$200.00	\$200.00
30-33-800-7699-XXXX Longboard Connection at Berkeley SUMMARY		Longboard Connection at Berkeley	30-33-800-XXXX - SAG Student Activity Group SUMMARY	\$200.00	\$0.00
Showing 1 - 3 of 3					

IMPORTANT NOTE regarding "BALANCE" versus "AVAILABLE BALANCE":

Available = Balance after requests have been put into Approved Status only.

Balance = Balance after requests have been put into approved status and ACCOUNTING OFFICE HAS CREATED CHECK OR STUDENT HAS PICKED UP CASH OR VENDOR INVOICE HAS BEEN PAID.

REMEMBER: The available and balance figures given DO NOT reflect any pending deposits/expense requests so one must consider any pending requests along with the balance figures when making a decision to approve any financial transactions.

TO VIEW PENDING REQUESTS,

1. Choose "Purchase Requests" tab, and toggle "Status" column to show "Unapproved"
2. OR Search for Subject Title

"PENDING" VS "APPROVED":

Unapproved: Transactions that have not gone through its life cycle of all five stages of approval. Unapproved transactions are **not yet debited** from organization's account balance.

Approved: Transactions that have gone through its life cycle of all five stages and will be processed for payment. Approved transactions are debited from organization's Available Balance.

A transaction will not post into the account transaction history until a payment has been attached by the accounting office.

Just like with a regular bank account, your account is not COMPLETELY debited until the final step of a check being issued, an invoice being paid or a petty cash reimbursement being picked up.

SPENDING PROCEDURES

A primary role of the LEAD Center is helping your group administer ASUC funds as well as other funds. We do this in a variety of ways - advising, program planning, bookkeeping and expenditure oversight. CalLink.berkeley.edu is the new web-tool for managing funds and submitting processing Expenditure Requests but their remain important choices to make before you begin completing the CalLink Expenditure Request on-line form.

Spending your group's money may not be as easy as you would like it to be. Each expenditure must be approved and processed by the Office of Student Affairs before the funds become available. We admit this is a bureaucratic process; however, many of our procedures are designed to protect your group and all Cal students by ensuring accountability. Potential hassles and problems can be easily minimized if you plan ahead.

TYPE (aka CATEGORY)	DESCRIPTION	PAYABLE TO	HOW LONG DOES IT TAKE?
Petty Cash Reimbursement aka PCR) <i>pg 24</i>	Reimbursements up to \$50 with original receipts. Payee is reimbursed in cash upon presentation of Photo ID (student ID) at 102 Hearst Gym (see page 24)	Individual being reimbursed	3 to 7 days. Payee may pick up the cash within 6 months and is reimbursed in person upon presentation of Photo ID (student ID) at 102 Hearst Gym
Check to Payee <i>pg 26</i>	Used for reimbursements over \$50, Cash Awards ie. Scholarships or Prizes, reimbursements under \$50 to be mailed, or payment of invoices from vendors. (see page 26)	Individual being reimbursed or outside vendors upon their provision of an invoice	10 days for check requests received by Monday at 10am to be ready the following week's Friday after 3pm. (Note: Checks over \$1,000 may not be ready until the next Monday due to extra processing required)
Purchase Order (One-Time Purchase or "Blanket Purchase", covering all expenses during a stated period of time.) <i>pg 28</i>	Used to purchase goods and services from campus departments and outside vendors who accept ASUC P.O.s (see page 28)	Cal Student Store, UC departments (ie. UCPD, Educational Technology Services, or Cal Performances), or outside vendors such as copy services (for Blanket P.O.s), or the Daily Cal,	3 to 7 days Completed P.O.s may be retrieved by any member at 102 Hearst Gym, to be delivered to vendor by member
Personal Service Agreements (PSA) <i>pg 30</i>	Used to contract the personal services of an individual or business such as a disk jockey or speaker (see page 30)	MUST BE Individual providing the service	10 days prior to the event to accommodate review by LEAD Center Director.
Transfers <i>pg 32</i>	Used to transfer funds from one ASUC account (inter-group or intra-group) to another (see page 32)	The account receiving the money	3 to 10 days (after necessary approvals obtained.)
Stipends <i>pg 34</i>	A form of salary disbursement for a person contracted to perform certain duties during a specific period (see page 34)	Individual performing duties	4 to 10 days (after necessary approvals obtained.)

The following pages will give you the details on how to initiate your financial transactions. Forms must be filled out completely. Incompletion may delay processing time and interfere with the success of your group's activities/events. The actual expenditure form or check will be mailed or held at the LEAD Center Front Desk for pick up, per your instructions on the ERF. If the expenditure form or check is not picked up before year-end closing, it may be cancelled by LEAD Center staff. The following chart is an overview of what the choices are, where you do them, and how long it takes our office to process your requests.

Remember: Only trained ASUC Agent Users may AUTHORIZE these transactions. ASUC Agent Users MAY decide to delegate initial Financial Requestor status to members of the organization who will be making purchases. (See "Assigning Positions", page 37). Contact your group's LEAD Center Advisor to become an Agent if you are reading this without having attended the required workshop.

GENERAL INSTRUCTIONS FOR SUBMITTING PURCHASE REQUESTS IN CALLINK

Stage One: Financial Requestor Stage One as submitter (Or could be any authorized ASUC Agent user)

1. Log in using CalNet Authentication Service.
2. Locate organization on top left under Menu.
3. Locate "Finance" link from menu on the lower left.
4. Click on "Create a Purchase Request" (near center top)
5. Fill in appropriate lines as needed. (see examples on following pages for specific instructions of each Category available)
6. Click "Submit Request" on bottom of form.

This creates a FINANCIAL REQUEST in CalLink. NOTE: Once a Financial Request is submitted, it is automatically assigned a processing number. The new Financial Request assumes Unapproved status and cannot be deleted.

If questions, errors or adjustments are required, the transaction can be cancelled or, in some cases, amended appropriately via messages in a Comments period, but it cannot be deleted. Therefore, careful completion of the form is mandatory. Please be prepared to have all necessary information on hand and review the submission before choosing "Create". Using an Excel or Google Doc template, provided by your advisor, is highly recommended as you can use to cut/paste into form and be prepared to appropriately respond to required information.

7. Return to Purchase Requests tab and locate by finding in Uapproved list. Search by event name or request number.
9. Click on printer icon. Download the summary page and print. Attach any appropriate documentation, ie. receipts to this cover sheet.
10. Give summary page and receipts to agent, or, if you are the Authorized Agent, go to Step 11

Create Purchase Request

Request Details

Subject (required)

Supplies for 1st Genl Meeting 9-4-12

Requested Amount (required)

41.95

Description

8-20-12 15.95 Copies of Flyers
9-2-12 21.00 Cups and Napkins
9-4-12 5.00 Name Tags

Account (required)

11111-5700 CALLINK TEST ORG Programs

Select...

Categories (required)

Cash Reimbursement - (Under \$50.00 Petty

Payee Information

First Name

Joe

Last Name

Schmoe

Street

1111 Bear Way

City

Berkeley

State/Province

CA

Zip/Postal Code

94700

Additional Information

1. Student ID No./Vendor ID

2111111

4. Invoice No., if applicable

3. Email Address (either for questions regarding transaction or for follow up with payee, if necessary)

joeschmoe@berkeley.edu

2. Phone (and Fax #, if applicable). We will call this # with any necessary follow up questions during processing

510-XXX-XXXX

5. Expenditure Action (required)

Hold for Pickup-OSA 400 Eshleman

6. Event Details, if applicable: (Briefly provide Event Date, Event location, Estimated # of attendance)

9-4-12, 200 Dwinelle Hall, 10 board members and 35 general audience. Good turnout!

7. SPECIAL INSTRUCTIONS

Submit Request

Cancel



Stage Two: ASUC Agent User as Approver of Transaction

11. Log in using CalNet Authentication Service.
12. Locate Finance link from menu on the left.
13. Locate respective transaction and click on View (magnifying glass icon).

Finance [+ Create Purchase Request](#)

i Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

Purchase Requests **Accounts**

Subject ▾	Approved Amount ▾	Date Approved ▲	Status ▾	Stage
flyers for general meeting 1-20-10			Unapproved	Stage 2 
reserve pauley ballroom			Unapproved	Stage 2 

14. Review info of transaction.
15. Click on Change Stage button.

Edit Purchase Request: 1146696 [Change Stage](#)

Organization: CALLINK TEST ORGANIZATION

Contact: Millicent Morris Chaney

Subject: food for first general meeting

Account: 11111-4860 CALLINK TEST ORG Misc. [Select...](#)

Category: Cash Reimbursement - (Ur )

Description: 10.00 for donuts on 1-22-10
30.00 for sandwiches on 1-22-10
1/20/2010 20.00 flyers

Request No: 1146696

Status: Unapproved 

Requested Amount: \$40.00

Available Balance: \$366.47

Payee Information

First Name: **Comments:**


Last Name:

Street:

Change Request Stage

Request
food for first general meeting

Current Stage
Stage 1

Stage (required)


Comment

[Save](#) [Cancel](#)

Finance History

Date	Stage	Comment	Changed By
1/15/2010	Stage 1	Default stage for new request.	Millicent Morris Chaney
1/15/2010	Stage 2	please only approved for 25.00. address should be sssssss	Millicent Morris Chaney
8/24/2012	Stage 1		Millicent Morris Chaney

16. If there are questions or you do not approve, type comments and an email will be sent to Financial Requestor. If you approve but have an additional information to provide, type comments and **Change Stage to Stage 2**. This acts as an Agent's electronic signature.
17. If approve info and transaction, after Changing stage to Stage 2 and typing any comments, choose Submit Request.

NOTE: ASUC Agents *cannot* approve transactions reimbursing themselves. If an Agent initiates in Callink a reimbursement to another at Stage 1, it is fine to also approve it to Stage 2. But if the ASUC Agent is also the Payee, please have another Agent from the same group move the transaction to Stage 2.

REQUIRED:

18. Turn in the summary page with respective documentation (receipts, samples of printed items, invoice, SA, stipend worksheet, etc.) to designated location for your group (check with your organization's advisor).

PETTY CASH REIMBURSEMENT

Petty Cash Reimbursements (PCRs) are intended for any combination of expenditures under \$50. Original receipts for the purchase must be stapled to the Reimbursement Form. If the reimbursement is for photocopying, a sample of the copied items must be attached to the form or uploaded to Organization's CalLink Document folder. PCRs may only be made out to UCB registered students, faculty, and staff. Once approved, the PCR may be picked up at the Office of Student Affairs Front Desk, 2-3 business days from the time submitted. Only the individual to whom the reimbursement is payable will be allowed to pick it up. PCRs are cashed upon presentation of a picture ID at the Office of Student Affairs Front Desk, located at 102 Hearst Gym, between the hours of 10am and 4pm Monday thru Friday.

Requesting a Petty Cash Reimbursement

1. Purchaser must be assigned in CalLink as either a Financial Requestor or as an ASUC Agent User **NOTE: Payees may not authorize their own reimbursements, so it follows that an ASUC Agent User cannot authorize his/her own reimbursement. Therefore a group must have a second, alternate ASUC Agent User for transactions involving purchases initiated by an Agent User.**
2. Complete the CalLink Purchase Request Form, remembering to:
 - a. choose Cash Reimbursement-Petty Cash Reimb. under "Category"
 - b. ITEMIZE AND EXPLAIN what the reimbursement is for under "Expenditure Description."
 - c. choose "Hold for Pickup at 102 Hearst Gym" for "Expenditure Action"
3. Click "Create" on bottom on form
4. Return to "Purchase Requests" tab.
5. Locate respective transaction and click on printer icon.
6. Download the summary page and print. Attach any appropriate documentation, ie. receipts to this cover sheet. If purchase was for photocopies/printing, attach a sample of what was printed (or upload a sample to group's Documents folder at CalLink.
7. Give summary page and receipts to ASUC Agent User for Stage 2 approval
8. Submit completed request to the AUC for approval at appropriate drop-off location.
9. 3-7 business days after request is submitted, the individual being reimbursed may claim the PCR form at the LEAD Center Front Desk between the hours of 10am and 4pm.
10. PLEASE NOTE that photo ID is required at the time PCR is cashed and the cash can only be received by the individual indicated on the ERFs "Payee" line.

*NOTE: Only original receipts are acceptable for reimbursement. If a copy is all that is available, a valid explanation must be provided. The addressee's name on a receipt should match the "Expenditure Payable to" on ERF. Paid Invoices and receipts should indicate how the item was paid, i.e.. credit card number, check number, "Paid Cash" written by vendor, or an invoice indicating a zero balance due. Individuals may be requested to provide a credit card receipt, a copy of a credit card statement, or a copy of a CANCELLED check for audit backup.

****IF A REIMBURSEMENT IS UNDER \$50 BUT YOU WOULD LIKE IT TO BE MAILED, USE CHECK REQUEST RATHER THAN PETTY CASH REIMBURSEMENT.**

Edit Purchase Request: 1070683

[Change Stage](#)

Organization: CALLINK TEST ORGANIZATION

Contact: Millicent Morris Chaney

Subject: flyers for 1st general

Account: 11111-4860 CALLINK TEST
ORG Misc. [Select...](#)

Category: [Cash Reimbursement - \(Ur\)](#)

Description: 9-15-09 15.00 flyers at Zee Zee
9-20-09

Request No: 1070683

Status: [Unapproved](#)

Requested Amount: \$45.00

Available Balance: \$366.47

Payee Information

First Name:

Last Name:

Street:

City:

State/Province:

Zip/Postal Code:

Comments:

Additional Information

1. Student ID No./Vendor ID

4. Invoice No., if applicable

3. Email Address (either for questions regarding transaction or for follow up with payee, if necessary)

2. Phone (and Fax #, if applicable). We will call this # with any necessary follow up questions during processing

5. Expenditure Action *(required)*

[Hold for Pickup-OSA 400 Eshleman](#)

6. Event Details, if applicable: (Briefly provide Event Date, Event location, Estimated # of attendance)

Event date, if applicable
Event Location, if applicable
Attendance #, if applicable

7. SPECIAL INSTRUCTIONS

[Save](#)

[Cancel](#)

Transaction History

No Transactions Found.

Finance History

Date	Stage	Comment	Changed By
10/15/2009	Stage 1	Default stage for new request.	Millicent Morris Chaney
10/15/2009	Stage 2		Millicent Morris Chaney

CHECK REQUEST

A check should be requested when a vendor will not accept a P.O. or for any combination of reimbursements exceeding \$50. If the reimbursement is for photocopying, a sample of the copied items must be attached to the form or uploaded to the group's Callink Documents folder.

Check requests must be SUBMITTED by Monday at 10am to be available the following week's Friday after 3pm. Please note: checks for \$1,000 or more may take longer as they require hand signature so please plan accordingly.

All check requests require "backing" i.e. original receipts in order for reimbursements to be issued or a pro-forma invoice from a vendor providing information regarding the vendor and the transaction. If requesting a check in advance, you must submit a written estimate from the vendor as backing, and write "receipt to be provided" in the description section of the Purchase Request. Once the purchase has been made, you must obtain a receipt from the vendor and turn it in to the LEAD Center immediately. Until LEAD Center has received this receipt, your group's funds shall be frozen. .

How to Request a Check

Payees may not authorize their own reimbursements, so it follows that an ASUC Agent User cannot authorize his/her own reimbursement. Therefore a group must have a second, alternate ASUC Agent User for transactions involving purchases initiated by an Agent User.


1. Complete the Callink ERF, remembering to:
 - a. choose Check to Payee under "Category"
 - b. itemize and explain what the transaction is for under "Expenditure Description."
 - c. choose "Hold for Pickup at 102 Hearst Gym" or "Mail to Payee" -or further instructions in Special Instructions
2. Click "Create" on bottom on form
3. Return to Purchase Requests
4. Locate respective transaction and click on printer icon.
5. Download the summary page and print. Attach any appropriate documentation, ie. receipts to this cover sheet. If purchase was for photocopies/printing, attach a sample of what was printed (or upload a sample to group's Documents folder at Callink.
6. Give summary page and receipts to ASUC Agent User for Stage 2 approval

AFTER ASUC AGENT USER has approved transaction, PDF Cover sheet and documentation must be submitted to the appropriate office for further processing. Check with your LEAD Center advisor for the location.

Checks may be picked up the following week's Friday after 3pm at the LEAD Center, 102 Hearst Gym.

(We recommend that checks be held for pickup by the payee. If a check is lost in the mail there is a delay of up to 14 days before a reissue is possible to allow for stop-payment of the lost check and there is a \$30 bank fee for the stop-payment.)

NOTE: Only original receipts are acceptable for reimbursement. If a copy is all that is available, a valid explanation must be provided. The addressee's name on a receipt should match the "Expenditure Payable to" on ERF. Paid Invoices and receipts should indicate how the item was paid, i.e.. credit card number, check number, or an invoice indicating a zero balance due. Individuals may be requested to provide a credit card receipt, a copy of a credit card statement, or a copy of a CANCELLED check for audit backup.

Organization: CALLINK TEST
ORGANIZATION**Contact:** Millicent Morris Chaney**Subject:** baking supplies for friday
workshop**Account:** 11111-4860 CALLINK TEST
ORG Misc. **Category:** **Description:** 9-15-09 50.00 at BerkeleyBowl for flour etc.
9-20-09 10.00 at Safeway for dairy products**Request No:** 1058051**Status:** **Requested Amount:** \$60.00**Available Balance:** \$366.47

Payee Information

First Name: **Last Name:** **Street:** **City:** **State/Province:** **Zip/Postal Code:** **Comments:**


Additional Information

1. Student ID No./Vendor ID

4. Invoice No., if applicable

3. Email Address (either for questions regarding transaction or for follow up with payee, if necessary)

2. Phone (and Fax #, if applicable). We will call this # with any necessary follow up questions during processing

5. Expenditure Action *(required)* 

6. Event Details, if applicable: (Briefly provide Event Date, Event location, Estimated # of attendance)

Event date, if applicable
Event Location, if applicable
Attendance #, if applicable

7. SPECIAL INSTRUCTIONS

Transaction History

No Transactions Found.

Finance History

Date	Stage	Comment	Changed By
10/9/2009	Stage 1	Default stage for new request.	Millicent Morris Chaney
10/9/2009	Stage 2	Millicent we got a ficomm waiver for this of 25.00 what do I do	Millicent Morris Chaney
10/12/2009	Stage 3		Millicent Morris Chaney

PURCHASE ORDER (One-Time, “Blanket”, and Cal Student Store P.O.s)

A Purchase Order (P.O.) is used to purchase goods or services from vendors (including the UC Regents, ASUC Auxiliary departments, Cal Student Store and the Daily Californian). P.O.s are not actual payment (they are not a check) but rather are a “promise” to the vendor that the ASUC will remit with a check once the vendor has provided the goods or service and submits an invoice, ie “Demand for Payment”. Not all outside vendors take P.O.s. Many vendors will only accept P.O.s from organizations they have established a financial relationship with. Always ask if they will accept an ASUC P.O. at the time you are negotiating for goods and services. The benefit of using a Purchase Order is greater flexibility during your transaction, allowing the final amount to be determined after goods or services are delivered and the vendor can invoice for final costs. More importantly, no private funds need be used. Purchase Orders also help you set aside group funds for future expenditures, minimizing the potential for overspending the account. P.O.s take 2-3 business days for the Office of Student Affairs to process.

How to Request a P.O.

1. Ask the vendor if it accepts ASUC Purchase Orders. Please note: Many local vendors take UC Berkeley P.O.s and may assume you are asking about a UCB transaction. Please be sure to clarify you will be delivering an ASUC P.O., not a UCB P.O.
2. Get an estimate from Vendor for goods or services. (PREFERABLY in writing). REMEMBER....CONFIRM whether the estimate includes all costs, including tax and shipping. The P.O. amount should be for estimated costs slightly over the TOTAL committed costs to assure adequate funds will be available at time of invoicing.

IT IS ESPECIALLY IMPORTANT to use Purchase Orders for placing Daily Cal ads, for Campus Department services such as UCPD, ASUC Event Services, etc. , and for copy orders, if possible. The ASUC may not be able to pay vendor's invoices if your group did not request an ASUC P.O. before ordering services and the ASUC will not pay Daily Cal invoices without a corresponding P.O.

BLANKET P.O.: You may set up an account with a vendor, such as a copy place, by estimating how much you plan to spend at their business over the course of a semester. The ASUC P.O. will set aside your funds for the eventual invoice from the vendor. The vendor will invoice the ASUC directly and reference the unique p.o. number on their invoice and as long as the amount does not exceed the authorized amount of the P.O., and the ASUC will pay the invoice without further consultation with you. You should estimate as close to the actual amount to be spent as possible because the encumbered amount of funds cannot otherwise be used for expenses while the Blanket P.O. is active.

CAL STUDENT STORE: Use an ASUC P.O. for group related purchases at the Cal Student Store and get a 10% Discount. The P.O. must be presented at time of purchase and the register receipt must be delivered back to your advisor after sale is complete.

3. Complete the Callink Expenditure Request Form, choosing the appropriate Purchase Order category. If you would like our office to FAX the Purchase Order directly to the vendor, mark the FAX box at this line and provide the Vendor's FAX number. If you do not indicate you would like the P.O. faxed, the P.O. will be held in Eshleman for you to pick up and deliver to vendor.
4. Drop of a printout of the Callink Request PDF and any supporting documentation provided to LEAD Center, 102 Hearst Gym
5. 2-3 business days later pick-up the prepared and approved Purchase Order form from the Front Desk.
6. Take the P.O. to the outside vendor to initiate delivery of goods or services.
7. After goods or services are rendered, vendor must submit invoice to ASUC accounting to receive actual payment. (For Cal Student Store, register receipt must be returned by purchaser to 102 Hearst Gym. Please write the P.O. number on the receipt. If the receipt is ever needed for a return or a proof of purchase, contact your advisor for retrieval.)

NOTE: P.O.s expire after 30 days unless an Expiration Date is specified by you in Special Instructions section of Callink purchase form.

Organization: CALLINK TEST
ORGANIZATION**Contact:** Kelsey Killoran**Subject:** Culture Show Night at UCB
11-15-11**Account:** 11111-5700 CALLINK TEST
ORG Programs**Category:** Purchase Order (One-Time)**Description:** Event location for Night at UCB 6pm-9pm at Pauley Ballroom**Request No:** 1629329**Status:** Canceled**Requested Amount:** \$900.00**Available Balance:** \$400.00

Payee Information

First Name: UC Regents/ASUC Event Servi**Approved On:** 10/12/2011 7:42 PM**Last Name:****Approved By:** Amanda Ridel**Street:** 400 Eshleman Hall MC 4500**Comments:**Approved. Reimb available
10/14/2011.

Canceled for overpayment.

City: Berkeley**State/Province:** CA**Zip/Postal Code:** 94720-4500

Additional Information

1. Student ID No./Vendor ID

Vendor ID

4. Invoice No., if applicable

3. Email Address (either for questions regarding transaction or for follow up with payee, if necessary)

johnstudent@berkeley.edu

2. Phone (and Fax #, if applicable). We will call this # with any necessary follow up questions during processing

510-642-1141

5. Expenditure Action (required)

Fax to Vendor

6. Event Details, if applicable: (Briefly provide Event Date, Event location, Estimated # of attendance)

Event date
Event location
Attendance

7. SPECIAL INSTRUCTIONS

Fee waiver obtained at FiComm meeting 11-1-11

Save

Cancel

Transaction History

No Transactions Found.

Finance History

Date	Stage	Comment	Changed By
8/18/2011	Stage 1		Kelsey Killoran
10/12/2011	Stage 2		Amanda Ridel
10/12/2011	Stage 3		Amanda Ridel
10/12/2011	Stage 4		Amanda Ridel

PERSONAL SERVICE AGREEMENT

The Personal Service Agreement (PSA) is a standardized form used by the ASUC to contract service from an individual or business. The PSA is normally used to pay performers, speakers, disk jockeys, or any person(s) rendering a service or performing for your group based on a contractual agreement. These persons are not considered to be employees of the ASUC.

PSAs are contractual agreements between your group and an individual and are not considered valid until they have been signed by the Director of Student Affairs. Without approval, the contract is not valid and payment for services rendered cannot be guaranteed.

How to use the PSA

1. A PSA form may be obtained from the LEAD Center Coordinator, the Peer Leadership Counselor staff at 102 Hearst Gym or the GA Business Office, Anthony Hall
2. Fill the form out completely and have it signed by the individual including his/her Social Security Number. Inform the individual s/he will be responsible for paying their own taxes, and will be mailed a 1099 tax form at the end of the year.
3. Create a Purchase Request in CalLink requesting a check to individual performing services.
4. Make sure ASUC Agent also moves to Stage 2.
5. Print out the PDF Cover Sheet.
6. Attach the completed PSA, the person's resume, business card, or work sample.
7. Completed PSAs must be returned to the LEAD Center or GA Business Office **accompanied by a completed Purchase Request form.**
8. PSAs must be turned in at least 10 working days prior to the date service is rendered.
9. Checks written to the individual rendering service may be picked up by the group's Agent at the LEAD Center Front Desk the day of the event or the Friday before the day of the event. Payment shall only be made to the contractee immediately following satisfactory completion of the contract.

Failure to submit PSAs 10 working days prior to the event may result in a denial of payment. Any PSAs turned in less than 10 days prior to the event or after the fact must be accompanied by a typed letter to the LEAD Center Assistant Director explaining why the form is late. No exceptions.



Frisbee Club
Group's Name
30-33-800-0000 4860
Budget Code No.

Authorized by:

Nicole Bear

Group Coordinator

Activities Advisor

Leave
BLANK
←

ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA PERSONAL SERVICES AGREEMENT

Date 12-1-07

1. This is a contract for the personal services of MAX AIR AKA
Joey Smith, who agree(s) to
render his/her/their services as frisbee golf instructor
to the Associated Students of the University of California.

2. The above-mentioned services will be rendered
at Memorial Glade
from 2 pm a.m. on 12/20/07
to 4 pm p.m. on 12/20/07
date

3. The A.S. U. C agrees to pay by check, as full compensation for these services, the
sum of \$ 7500. Payment shall be made on date of event.

4. No payment shall be made prior to services to be rendered.
5. This is not a contract of employment.
6. Other terms and conditions are as follows (If none, so state):

(ATTACH A Resume,
business card, or
some documentation
that indicates the
vendor is qualified to
receive payment
for these
services)

Resume on file ☐

Resume attached ☒

INDIVIDUAL(S) RENDERING SERVICE

Joey Smith
signed
1111 Piedmont Ave
home address
Berkeley CA 94704
city state zip code
111-11-1111
social security number

ASSOCIATED STUDENTS OF THE
UNIVERSITY OF CALIFORNIA

Director Of Student Affairs

White Copy - Executive Director

Yellow Copy - Accounting (attached to check request)

Pink Copy - Individual(s)

EX 602 (1/97)

Gold Copy - Department

TRANSFER

Are you or another ASUC Activity group co-sponsoring an event and sharing expenses? Would you like to help another ASUC Activity group out by donating money? Do you owe another group money for any reason and don't know how to pay them? Use the Callink Purchase Request to instruct LEAD Center to transfer funds between your groups.

How to Transfer Money

1. In Callink, choose Category TRANSFER BETWEEN ASUC ACCOUNTS, making sure to:
2. If the funds being transferred are those granted to your group by the ASUC, per ASUC By-Law 4.3.3, Finance Committee approval is required for transfers greater than \$100 of budgeted group ASUC funds. LEAD Center will forward the request to FiComm for their review if it is required. Please allow two weeks for this step as FiComm may not be able to review it in the week it is submitted.
 - a. list the name of the group under Payee Name
 - b. list the group's name, reason for the transfer, the group's account number, and the amount to be transferred under "Expenditure Description".

If you are transferring your group's Miscellaneous funds or budgeted ASUC funds under \$100 FiComm approval is not required.

3. Attach any applicable documentation, such as an invoice from Superb or e-mail thread, etc.
4. LEAD Center will transfer the money within 24-48 hours of your request or of FiComm approval, if this was required; however it is not considered valid until recorded in the Accounting office.

Edit Purchase Request: 1629327

[Change Stage](#)

Organization: CALLINK TEST ORGANIZATION

Contact: Kelsey Killoran

Subject: Transfer to OTHER GROUP NAME for event 9-20-11

Account: 11111-5700 CALLINK TEST ORG Programs

Select...

Category: Transfer between ASUC Ac

Description: Event location for Night at UCB 6pm-9pm at Pauley Ballroom

Request No: 1629327

Status: Unapproved

Requested Amount: \$200.00

Available Balance: \$400.00

Payee Information

Input Student Group Name and, if available, ASUC Acct No.

First Name: OTHER GROUP NAME

Last Name: OTHER GROUP'S Account No.

Street:

City:

State/Province:

Zip/Postal Code:

Comments:

Additional Information

1. Student ID No./Vendor ID

Vendor ID

4. Invoice No., if applicable

3. Email Address (either for questions regarding transaction or for follow up with payee, if necessary)

johnotudont@berkeley.edu

2. Phone (and Fax #, if applicable). We will call this # with any necessary follow up questions during processing

610 642 1141

5. Expenditure Action (required)

Hold for Pickup-OSA 400 Eshleman

6. Event Details, if applicable: (Briefly provide Event Date, Event location, Estimated # of attendance)

Event date
Event location
Number of Attendees

7. SPECIAL INSTRUCTIONS

FiComm approval obtained at meeting 8-1-2011

Save

Cancel

Transaction History

No Transactions Found.

Finance History

Date	Stage	Comment	Changed By
8/18/2011	Stage 1		Kelsey Killoran

STIPENDS

Stipends are payments paid out to students for the hard work they put into the offices and are only authorized on a limited basis. It requires keeping track of hours and activities those individuals put on before they can get paid. If your group is authorized to give out stipends to your staff, it is important that the following rules be followed.

1. Talk to your student group advisor about the group's ability to give out stipends. Items of discussion include how many people you plan to authorize payment for, how much per term, how long the term is, and the percentage of budget devoted to stipends. In most cases, stipends cannot exceed 15% of a group's allocation.
2. Obtain a Stipend Service Agreement form from the advisor. This is not available for general pick-up and must be requested through the advisor. This is to ensure the correct form is used.
3. Have the students who will be paid fill out these forms and then initial next to their signature in the bottom left hand corner as well as sign on the top right hand corner. At this point, timesheets should be prepared for each of these individuals. Sample timesheets are available at the 4th floor front desk.
4. Turn in the completed forms to your advisor, who will check for accuracy and completeness. Your advisor will then hand you a sheet detailing the deadlines in which stipend requests must be submitted.
5. Before each deadline (approximately the 11th and/or the 25th of the month), collect completed timesheets from individuals who will get paid. They must have accurate and complete timesheets before payment can be authorized.
6. For each individual you get a timesheet for, enter an entry in the Callink system. Your advisor will be able to explain the process to you.
7. Stipend payments can then be picked up, based on the terms of the signed stipend agreement, at the 4th floor Office of Student Affairs Front Desk on the 15th and/or 30th of each month.
8. You cannot pick up stipend payments for other individuals. They must be picked up by the individual who needs to present a current picture ID to do so.



Service Stipend ~~Personnel~~ Agreement

Authorized by _____

Group's Name

Group Coordinator

Budget Code No.

Advisor

ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA

Date: _____

1. This is a contract for the stipend services of _____, who agree(s) to

render his/her services as _____
to the Associated Students of the University of California

2. The above-mentioned services will be rendered

at _____

from _____
date

to _____
date

3. The ASUC agrees to pay by check, as full compensation for these services, the
monthly sum of \$ _____. Payment shall be made on a semi-monthly basis.

4. No payment shall be made prior to services to be rendered.

5. This is not a contract of employment; payee is not entitled to worker's compensation and un-
employment benefits.

6. Payee is responsible for his/her own tax liability. A 1099-Miscellaneous Tax Form will be mailed to
payee if annual earnings exceed \$600.00.

7. Other terms and conditions are as follows (if none, so state):

Student ID No.

INDIVIDUAL(S) RENDERING SERVICE

signed

home address

city, state zip code

()

phone number/email address

social security number

ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA

Director of Student Affairs

CASH HANDLING GUIDELINES

- Create reasonable and reliable procedures for your group so there is no ambiguity regarding the responsibilities of student handling group proceeds.
- Each group should have one designated person responsible for handling cash and checks. That person must be responsible for reporting receipts to the organization regularly or on demand.
- Have an easily readable and retrievable system for recording how much money is received, from whom, on what date and for what purpose.
- Whenever possible, be prepared to give receipts, i.e. a ticket, a membership card, or a receipt from a receipt book, for any money received.
- Review personal checks for correct date, amount and completed signature. Checks should be written to "ASUC/[student group name]". IMPORTANT: Checks must be deposited within 6 months of date issued or they will expire!
- Keep funds in a code or lock protected cash box until you are able to make a deposit. Do not carry around group money in your wallet or backpack. Do not leave cash/checks in a group office or in a place where people congregate. If you cannot deposit immediately, contact your advisor to make special arrangements.
- Deposit cash and checks by 4pm of the day collected. Whenever the amount reaches \$500.00, deposit immediately. Even if you have just one check for \$10.00, do not wait beyond a week to deposit. Students will forget they wrote the check, will close their account or overdraw their funds, which will require you to take on the daunting and somewhat embarrassing task of hunting them down to write another check plus the \$30 bounced check fee.
- When depositing cash, do not use the front desk lobby area to count the cash. For security purposes, PLC desk staff will direct you to an area specifically designated to safely count cash and prepare your deposit.
- Deposits over \$500 cash should be brought between 1:30pm-4:00pm.

-- Please discuss with your advisor your specific cash/check handling needs --

DEPOSIT

ASUC Activity Groups are not allowed an outside bank account. All privately obtained funds which would normally be placed in an outside account must be deposited in the group's ASUC Miscellaneous account. These funds may be spent by group members any way they wish as long as the funds are not used for illegal activities, and as long as University or ASUC policies and procedures are not violated.

Making Deposits

1. Pick-up a blank deposit slip from the LEAD Center, 102 Hearst Gym (deposit slips are available at the PLC desk or on the wall to the left outside 102 Hearst Gym)
2. Fill in the appropriate information on the slip, remembering to write in the group's account number and the dollar amount deposited. Also, endorse all checks by writing the group's account number on the back upper edge.

If you have a LOT of checks you may attach TWO COPIES of a list itemizing the check numbers and amounts and carry just the total to the deposit slip. Remember to also keep a copy of the itemized list for your records which you'll keep with the LEAD Center pink receipt.

3. Take all the money and completed slip to the LEAD Center front desk, 102 Hearst Gym.
4. Make sure the Front Desk gives you a receipt of the deposit for your group files. (If no one is available to receive the deposit, please DO NOT LEAVE THE DEPOSIT WITHOUT HANDING IT TO A RESPONSIBLE INDIVIDUAL.)

EXAMPLES OF FINANCIAL DOCUMENTATION

& SILK SCREENS INVOICE
 California 92833 Telephone: () Fax: ()

ORDER DATE: 1/22/03
 DUE DATE: 1/27/03
 INVOICE NO. B102

SHIP TO: Same
 Address: _____
 CITY STATE ZIP _____

PHONE: (510) 517-3212 Home: ()

CREDIT APPROVAL _____

Color	Size	Price	Total
hirt	Light Steel		
hirt	Light Steel		
hirt	Light Steel		

BACK

Special Instructions: FR: _____
 BACK: _____

Questions Please Call
 Mobile: ()

promoventures
 625 Broadway Suite 1015
 San Diego, CA 92101

Invoice #: 00003765

Bill To: UC Berkeley Student Advocate Office
 204 Eshleman Hall Suite 4500
 Berkeley, CA 94720-4500

Ship To: UC Berkeley Student Advocate Office
 204 Eshleman Hall Suite 4500
 Berkeley, CA 94720-4500

Salesperson	P.O. #	Ship Via	Fpd	Ship Date	Terms	Date	Page #
Jay Scherman	1070621	FedEx 2 Day	X	11/15/02	Prepaid	11/18/02	1

Qty	Product Description	Price	Amount	Taxed
5,000	Bic Round Stic Pens	\$0.25	\$1,250.00	X

Subtotal: \$1,250.00
 Shipping: \$28.00
 Tax: \$96.88
 Total: \$1,366.88
 Applied: \$1,366.88
 Balance: \$0.00

← BAD!

THIS IS GOOD.
 NO BALANCE DUE

↑
 BALANCE DUE?

THIS RECEIPT IS NOT
 ADEQUATE BECAUSE IT APPEARS
 THAT THERE IS STILL A "BALANCE DUE".

YOU CAN SHOW PROOF THAT AN
 INVOICE HAS BEEN PAID BY A STUDENT
 BY PROVIDING A "CANCELED CHECK"
 OR A COPY OF A CREDIT CARD
 STATEMENT OR THE ACTUAL CC SLIP

SAMPLE "CANCELED CHECK"

ILLUSTRATION: NINA MORRIS-CHAREY
 JAMES A. CHAREY
 Date: 1/27/03
 Pay to the order of: Carol Hathaway
 CALIFORNIA STATE EMPLOYEES
 3088-70000000

Invoice

Steel Threads - Carol Hathaway
 2341 Roosevelt Ave.
 Berkeley, CA 94703

DATE: 12/06/02 INVOICE #: 981

BILL TO: Reach
 515 Eshleman Hall
 U. C. Berkeley

QUANTITY	DESCRIPTION	RATE	AMOUNT
7	Hooded Pullover Sweatshirt	15.25	106.75
	Sales Tax	8.25%	8.81
<p>Paid 11/27/03 By Vincent Toman ck # 157 \$115.56 Carol Hathaway</p>			
TOTAL			\$115.56

THE VENDOR CAN RECORD PMT. BY CHECK #,
 LIKE THIS, BUT WE ALSO NEED A PRINTOUT
 OF THE BANK STMT. SHOWING THE
 CHECK WAS PROCESSED.

EXAMPLES OF FINANCIAL DOCUMENTATION

Copy Order # 00963 **ZEE ZEE COPY** INSTANT IMAGING SERVICES 2431-C Durant Ave Berkeley, CA 94704 P: 510.705.6411 F: 510.705.6410 www.zeezeecopy.com

Company: _____ Name: _____
 Address: _____ Address: _____
 City: _____ Zip: _____ City: _____ Zip: _____
 Phone (day): _____ (night): _____ Phone: _____
☐ Cash ☐ Account # _____ ☐ Charge ☐ PO # _____
 Date of order: 8/11/03 Date Due: 8/12/03 ☐ Same Day ☐ RUSH

Instructions	#Orig	Quantity	Sides	Total	Size	Rate	Cost
A 2x2 1/4	1	20	1	20	11" 14" 17"	1.25	25.00
B 2x2 1/4	1	20	1	20	11" 14" 17"	1.25	25.00
C 2x2 1/4	1	20	1	20	11" 14" 17"	1.25	25.00
D 2x2 1/4	1	20	1	20	11" 14" 17"	1.25	25.00
E 2x2 1/4	1	20	1	20	11" 14" 17"	1.25	25.00
F 2x2 1/4	1	20	1	20	11" 14" 17"	1.25	25.00
G 2x2 1/4	1	20	1	20	11" 14" 17"	1.25	25.00

Other Services
☐ Collate
☐ Staple
☐ Fold (attach sample)
☐ Cut
☐ Bind ☐ Velo ☐ Spiral ☐ Acco ☐ Hard 8.5" 11" 14"
☐ Binding Cover: ☐ Vinyl ☐ Clear ☐ Card Stock Color:
☐ 3-Hole ☐ 2-Hole
☐ Laminate
☐ Blueprint: ☐ Black ☐ Blue
☐ Oversize: ☐ Velum ☐ Regular
☐ Instant Poster: ☐ Blue ☐ Red ☐ Black ☐ Other:
☐ Color Copies: 11" 14" 17"
☐ Fax
☐ Special Handling

Description/Special Instructions: PAID VISA

Order Taken by: _____ Completed by: _____ Checked by: _____ Discount: _____
 Customer Authorization: _____ Date: 8/11/03 Sub-Total: 109.20
 Customer Signature: _____ ☐ Deliver ☐ Pick Up Tax: 4.77
Total: 113.97

ZEE ZEE COPIES
 2431 C DURANT AVE
 BERKELEY CA 94704
 P: 510.705.6411
 F: 510.705.6410
 REG: 08-09-0001 10:24 PM
 T001 MON01 020202 CT 1
 SELF SERVICE T1 \$49.26
 TAX INSTANT \$49.26
 TAX \$4.07
 TOTAL \$53.35
 CHANGE \$63.35

COPY CENTRAL
 THANK YOU!!!
 DATE 08.21.03 THU
 5.5X @0.64
 SELF SERVICE \$1 \$3.52
 TAXI AMT \$0.29
 TOTAL \$3.81
 CASH \$4.00
 CHANGE \$0.19
 CLERK 1 NO.171244
 TIME 12:34 1111

HAVE THE STUDENT
 REQUEST DOCUMENTATION
 SHOWING THEY HAVE PAID
 LIKE THIS

GOOD -
 "ITEMIZED RECEIPT"
 SHOWING WHAT WAS PAID

TARGET
 EXPECT MORE. PAY LESS.
 04/24/2003 01:41 PM
 RECEIPT EXPIRES ON 07/23/03
 A receipt dated within 90 days is required for ALL returns & exchanges. Giving a gift? Include a gift receipt!
 014010694 CK SFT DRESI T 7.48
 214001004 MOSS BROWN T 24.99
 018071828 CH HOODIE T 19.99
 T = CA TAX 8.2500% on 52.46
 SUBTOTAL 52.46
 TOTAL 56.79
 *4824 VISA CHARGE 56.79
 RECEIPT ID# 2-3114-0320-0081-8113-1
 VCD#758257049 TMR****6056
 Save ALL Receipts
 Give Gift Receipts & Gift Cards
 Ask about Receipt Lookup

JANINE RUDDER

Date	Flt	Depart	Arrive	Stops
Sun 30 MAR 03		Oakland, CA	Wash, Dulles 07:15am +1	0
Tue 01 APR 03		Wash, Dulles 8:10pm	Oakland, CA 11:25pm	0

Total for 15 customers
 Face: 3101.35
 Tax: 328.65
 Security Fee: NaN
 Passenger Facility Charge: NaN
 Total: 3430.00
 Mastercard: 3430.00
 Balance Due: 00.00

Special Offers
 Click on the links below for more information. If these links are not clickable, copy and paste them into the address bar of your web browser.
 For our best lodging deals*:
jetblue.wtcl.com/pubspec/scripts/eap.asp?spid=1-38001&trc=pun/agent.017&qr=hgen25h0en-hotels.hk&trc=6608
 For more hotel search options*:
jetblue.wtcl.com/pubspec/scripts/eap.asp?spid=1-38001&trc=pun/agent.017&qr=hgen25h0en-hotels.hk&trc=6608
 For other travel deals*:
jetblue.com/travelinfo/traveldeals/index.html
<http://l9wfdlaw9.hotmail.msn.com/cgi-bin/getmsg?curnbr=F000000001&a=8adbec4aa...> 3/17/2003

WHEN ORDERING ONLINE, HAVE STUDENTS
 PRINTOUT THE PAGE THAT CONFIRMS
 "THEIR CARD HAS BEEN CHARGED",
 NOT JUST WHAT THE CHARGE
 "WILL BE" IF THEY CONTINUE SHOPPING

inkcartridge.com - Inkjet Cartridges and Ink Jet Printer Supplies Page 1 of 2

Order Status
 Congratulations! The transaction is complete. Your order # is 2958. We encourage you to print this document and refer to your order number if there are problems with your order. Please allow 3-14 business days for delivery.
Items:

OEM Part #	Description	Unit Price	Quantity	Line Total
RHP-C6615	Black *	\$18.95	2	\$37.90
	Subtotal:			\$37.90
	Shipping:			\$2.75
	Total:			\$40.65

Payment Info:
 Credit Card Name: Visa
 Credit Card Number: XXXXXXXXXX0000444
 Credit Card Expiration Date: July 03

http://www.inkcartridge.com/receipt.aspx?status=4&user=4cc6ff42-83d4-4b1d-b3e3-319c... 2/17/2003

GLOSSARY

Account Ledgers: A systematic accounting of all transactions within an account. Expenses and income are posted into the ledger daily so that an accurate and complete record of the activity of an account may be maintained.

Agent: A student who has attended the required ASUC Training Workshop for their group and who therefore is responsible for the group's compliance with ASUC policies and authorized group expenditures from the ASUC Group's accounts. (This is not the same as being a CSL Signatory for a group.)

Allocation: An allocation or appropriation represents an amount of money which is approved by the ASUC Senate as a budget for an organization.

ASUC Budget: Funds allocated by the ASUC Finance Committee and approved by the Senate for specific activities and events during the fiscal year.

Backing: Receipts, order forms and related materials for expenditure requests involving reimbursements or purchases.

Balance of Account: Difference between the total of the expenses/income posted and the total of the allocation, less the amounts liened.

Berkeley Financial System (BFS): The campus wide accounting system used by University departments to manage all University financial transactions. BFS use Chart Strings.

Budget Appeal Hearings: Voluntary appearance before the ASUC Finance Committee to answer questions concerning your budget request and tentative funding award.

Budget Training Workshop: A mandatory workshop for ASUC signatories explaining ASUC policies and procedures and how to access group funds. NOTE: The ASUC Budget Training Workshop is wholly separate from the CSL Signatory workshop in 102 Sproul.

CalLink: The primary ASUC-sponsored one-stop website for campus involvement, flyers/events, membership rosters, blogs, news that emphasizes paperless student activities (financial and reporting) processes.

Cash Advance: A check made out to a student or vendor to purchase goods for an upcoming event/activity when

the vendor will not accept a purchase order. A group's funds are frozen until all change and receipts are returned to the Office of Student Affairs.

Chart String: A chart string is like a department's bank account number. The University has assigned each department a specific account number, called a chart string. Campus departments reference chart strings to move money between departments, for either paying for services or sharing costs for off-campus expenses. The chart string system is a part of BFS aka the Berkeley Financial System. Student groups are not assigned chart strings.

Check Request: Used to request payment for bills, cash advance, and payment for contracts. Check requests must be accompany backing, and must be turned into LEAD Center by Tuesday at noon in order to available by the following Friday afternoon.

Column Inch: Measurement by which publications measure advertisement space. This refers to one column inch (2 inches) by one inch length.

Credit: Represents income, additional appropriations/funding and transfers to your account which will increase your balance.

Deficit: Occurs when expenses exceed income or deposits.

Expenses: All items related to organizational or event costs, e.g., office supplies, telephone, transportation, copying, advertising, performers' fees, facility rentals.

Expenditure Request Form (ERF): Form used to request reimbursements, payments or purchases.

Facility Use Form: Form needed to confirm a reservation of any facility on campus.

Finance Committee: A committee of 7 ASUC senators and the ASUC's appointed Finance Officer who review and recommend to the full senate any matters of financial commitment the Senate is asked to make. The Finance Committee is also charged with final oversight of all student group financial activity, although daily oversight is provided by advisor staff. FiComm meets once a week, usually on Mondays, to review senate bills and student group funding questions. Correspondence for the Finance Committee should be addressed to the appointed Chairperson by 9am Mondays.

Financial Statement: A report made at the end of the Fall semester which gives a listing of expenses to date and available balances for all accounts.

Fiscal Year: ASUC Financial calendar, July 1 to June 30. All unspent ASUC budgeted money reverts back to the ASUC at the end of the fiscal year.

Food Permit: UC's Environmental, Health and Safety department requires a group apply for a Special Event Food Permit 10 days prior to the distribution or sale of food on campus. Visit <http://ehs.berkeley.edu/permits.html> for the form.

Freeze/Frozen: Accounting procedure in which all funds are inaccessible until you furnish LEAD Center with required paperwork (i.e., copies, receipts).

Funding Application: Form used to request annual funding from the ASUC, aka ASUC Annual Funding Application. The Annual Funding process is managed by the ASUC Finance Officer. Find info re: current year's ASUC Budget and funding process at www.asuc.org.

Funding Workshop: A mandatory workshop explaining how to request ASUC funding for the upcoming year. Same as Budget Training Workshop.

Fundraising/Refundable: A moneymaking activity. Proceeds from the event will first cover expenses and the remainder will be deposited into the group's Miscellaneous Income account.

Honorarium: A payment or award granted to an individual in recognition of special service such as a guest lecturer, workshop facilitator or musical demonstration. All honorariums over \$25 must be paid using a PSA form.

IOC (Interdepartmental Order): A form used by UC Campus departments to order goods or services between other campus units. The ASUC Government and Student Groups do not use IOCs. If a department is asking for this form, a student group would use an ASUC Purchase Order instead.

Journal Entry: An internal bookkeeping procedure which makes an "adjustment" from a lien to an actual amount within the ledger. This is represented by a "AE" in the ledger.

Lien: The estimated "Not to Exceed" amount on P.O.s and interdepartmental orders. Liens are posted in the ledgers and must be subtracted from the account in order to receive an accurate account balance.

Mid-Year Report: Report required of ASUC Sponsored groups which lists activities to-date and plans for future activities during the given fiscal year. Usually due in February.

Miscellaneous Income: Moneys obtained from sources outside of the ASUC, such as donations, proceeds from fundraisers, collection of dues, etc. Unlike the ASUC allocation, miscellaneous income carries over from year to year, and may be spent on anything which is not illegal, religious or partisan political in nature nor violates University or ASUC policies and procedures.

Personal Service Agreement (PSA): Contract used when obtaining services from an individual. PSA's must be turned in 10 working days prior to the performance of services.

Purchase Order: A form used to purchase items from vendors outside of the ASUC (including UC Regents). This is a "promise" from the funding source, i.e., the ASUC, to the vendor that the vendor's invoice will be paid once goods or services have been satisfactorily delivered and the vendor forwards an invoice to ASUC Accounting Services.

Recognized Student Organization: A group organized primarily for students of the Berkeley campus and which has complied with the registration requirements set for by the Center for Student Leadership office in 102 Sproul, CSL.berkeley.edu. RCO's, though, may not represent that their activities are endorsed, sponsored, or sanctioned by the University without the expressed written consent of an authorized University official.

Registration: All ASUC activity groups must register with the University in 102 Sproul Hall each semester as well as LEAD Center in 102 Hearst Gym.

Signatory: A group member who has completed the process to become a Signatory for a Registered Campus Organization with the Center for Student Leadership Office, formerly OSL, and therefore has the authority to reserve campus facilities and other privileges of organizing on campus.

Transfers: Occurs between two ASUC funded groups or within a group's budget items, upon approval of either LEAD Center staff or the Finance Officer or ASUC Senate.

REQUESTS STALLED IN STAGE 3

Problems that may prevent your request from being processed

If you see that your request is in Stage 3, that is a red flag that means you must take some action before the request can be put through. Most of these include:

REQUEST IS ONLY (effectively) IN STAGE 1

- An agent needs to move request to Stage 2 to provide the official electronic signature.

AGENT REIMBURSING HIM/HERSELF

- Agent cannot approve his/her own reimbursement request. Please contact group's other agent to move reimbursement request to stage 2.

MISSING PAYEE INFORMATION

- Payee information incomplete (name and/or address). Please provide payee information in comment box and move to stage 2 if this has been left out of request upon creation.

NO PROOF OF PAYMENT

- Missing Proof of Payment. Request will be held until Proof of Payment, Bank Statement, or Credit Card Statement that PROVES that transaction was completed is turned in to 102 Hearst Gym Front Desk.

ORIGINAL RECEIPTS NEEDED

- Receipt provided was copy, originals are required. Please submit original copies of receipt(s) to 102 Hearst Gym.

MISSING DETAILS OF REIMBURSEMENT/EXPENSE

- Please provide details of reimbursement/expense in comment box and move to stage 2 if this has been left out of request upon creation.

AMOUNT REQUESTED DOES NOT MATCH RECEIPT TOTAL

- The amount requested exceeds total amount on receipt(s) submitted. Please authorize to change the requested amount to correct amount in Stage Change comment box or submit additional proof of payment.

NOT ENOUGH MONEY IN ACCOUNT

- Not enough money in an account to cover expense. If a deposit was/is being made, EMAIL frontdeskasuc@berkeley.edu that deposit is in progress. LEAD Center will hold receipt(s) at Front Desk or process appropriately while deposit is processing. Talk with your advisor if funding is still in progress.

HELPFUL CHECKLISTS FOR..... GROUP REGISTRATION

Have you....

- ☐ Registered with the University through LEAD Center (lead.berkeley.edu), 102 Hearst Gym?
 - Submit constitution for approval (for info on creating a constitution, see pg 8 of handbook.)
- ☐ **Every academic year**, registered your group with the ASUC by the fourth week of classes by visiting callink.berkeley.edu and following registration steps?
- ☐ Registered as an Agent **every semester** with the ASUC Office of Student Affairs by presenting valid UCB ID card to LEAD Center staff and confirming current contact information with LEAD Center Front Desk?
- ☐ **Provided LEAD Center with the name and email address of your group's Chairperson(s)/ Agents?** LEAD Center maintains current information on the names, addresses, telephone numbers and e-mail addresses of group leaders and ASUC Agents.

PURCHASE REQUESTS

Have you...

- ☐ Created a user account on CalLink?
- ☐ Been assigned appropriate position in the group roster to have access to Financial tools?
- ☐ Created a Purchase Request in CalLink?
 - Included itemized payment details?
 - Attached original receipts to reimbursement (a receipt should indicate the amount paid and by whom, if appropriate)? See page 38-39 for examples.
 - Credit card receipts are unacceptable unless accompanied by itemized receipts.
 - Reimbursements for photocopies must have a copy of the copies made attached (or the first page of multiple page documents).
 - Small business receipts must be stamped with vendor name or accompanied by the vendor's business card. A vendor's name, phone number and signature will suffice if no other form of legitimizing documentation is available.
 - Provided details of event (date, time, location)?
 - Chosen the correct account to draw money from?
 - Chosen the correct method of payment (Petty Cash, Check, P.O., etc)?
- ☐ Moved the request to Stage 2 (Agent Only)?
- ☐ Printed the request?
- ☐ Attached all proof of payment/invoice or any other necessary documentation?
- ☐ Turned reimbursement into the proper office (ask group Advisor for details)?

HEARST GYM KEY REQUESTS (Card and Physical Keys)

Have you...

- ☐ Filled out the purple Hearst Gym Access Request form (found at 102 Hearst Gym)?
- ☐ Had your group's agent sign off on form?
- ☐ Turned the Request form in to your advisor's mail folder?
- ☐ Waited to receive e-mail confirmation of receipt (7-10 days)?
- ☐ Been contacted by ASUC staff to come in during their office hours (posted at the LEAD Center Front Desk in 102 Hearst Gym) to have your Cal ID card activated?

IMPORTANT DATES IN THE ASUC FISCAL YEAR

ASUC FALL REGISTRATION: BY THE 4TH WEEK OF CLASSES, Fall Semester

- ❑ Make sure that organizations are registered with the LEAD Center, at callink.berkeley.edu
- ❑ Have the appointed representatives from your group attend their initial ASUC Sponsored Agent Training Session (formerly called the "Budget Workshop" (sign up at callink.berkeley.edu)
- ❑ Have Chairperson included in the organization's roster on CallLink, or at least have Chairperson attend ASUC Agent training.

ASUC SPRING REGISTRATION: BY THE 4th WEEK OF CLASSES, Spring Semester

- ❑ Have the appointed representatives from your group attend their initial ASUC Sponsored Agent Training Session (formerly called the "Budget Workshop" (sign up at callink.berkeley.edu)
OR...If you are a returning ASUC Agent, have presented a valid UCB Student ID Card to LEAD Center staff on the 102 Hearst Gym and verify current contact information. This is required EACH semester.
- ❑ Have provided LEAD Center with the Name and Contact Information of your group's Chairperson (if changed), if other than an ASUC Agent, but the ASUC recommends that a group's Chairperson receive the Agent training.

MID YEAR REPORT: DUE MID FEBRUARY (Exact Deadline To Be Announced)

- ❑ The Mid Year Report is due in February. Instructions will be forwarded to ASUC Agents at the end of the Fall semester. The Mid Year Report summarizes your group's current and future activities for the current academic year.

ANNUAL BUDGET PROCESS: EARLY MARCH (Exact Deadline To Be Announced mid-February)

- ❑ The Annual Budget process begins. Funding Applications will be available beginning in February and will be due in Early March. Tentative awards will be determined in April and the Final Budget for the following academic year will be passed by the Senate in May. Funding Applications will be made available to groups at the Front Desk, 102 Hearst Gym or online at www.asuc.org

ASUC ELECTIONS: Mid-Spring Semester - Remember to Vote!

HEARST GYM SPACE APPLICATIONS: MID APRIL (Exact Deadline To Be Announced mid-April)

- ❑ Applications for Requesting Office Space in Hearst Gym/Hearst Annex will be made available by the incoming Executive Vice President's office. ALL GROUPS WHO DESIRE TO HAVE SPACE IN HEARST GYM/ANNEX, both new groups and those who already have office space, MUST SUBMIT AN APPLICATION BY THE TO-BE-ANNOUNCED DEADLINE. Allocations will then be determined by the Incoming Executive Vice President and announced at the end of the Spring semester.

ASUC PROGRAMS/ALLOCATIONS AND MISCELLANEOUS ACCOUNTS

Separate accounts are kept for the group's ASUC Programs and Miscellaneous funds. ASUC Programs are those funds granted to the group by the ASUC Senate for the current fiscal year's activities. Miscellaneous funds are raised by the group and spent at the group's discretion.

A. ASUC programs funds (5700) may be spent on the following types of items:

- * Operational costs such as copies, phone bills (for campus phones), mailings, office supplies, banners
- * On Campus events-rentals of on-campus facilities, equipment for such events
- * Guest speakers, performers for on-campus events

[These are a few items, feel free to ask your advisor about other types of expenses.]

I. ASUC Programs funds may not be used for the following items:

- (1) Food and beverages [See special note on FiComm food waivers]
- (2) Travel
- (3) Off-campus activities
- (4) **Advertising for off-campus activities/events**
- (5) Awards, prizes, gifts or trophies (including T-shirts or other giveaways)
- (6) Conference fees
- (7) Organizational dues
- (8) Letterhead stationery without the ASUC name
- (9) Salaries, stipends, or workstudy awards
- (10) Rent typewriters or other office machines
- (11) Intramural Sports Fees
- (12) **Illegal activities and illegal substances (this includes alcohol)**

Items 4 and 12 EXCEPTIONS: The ASUC Finance Committee cannot waive restrictions on advertising for off-campus events, per campus policy, nor for illegal activities, per local, state and federal law.

II. Unspent ASUC funds programs revert back to the ASUC at the end of the academic year

III. Per ASUC Senate Bill SB107/SP 2004 your group may be able to use your ASUC funding for certain events within the geographical boundaries of Ashby to the south, west to MLK Jr. Blvd., north to Cedar Ave., and east to Botanical Gardens in the hills. This requires prior approval of your LEAD Center advisor.

B. Miscellaneous funds (4860) are those moneys privately obtained by the group, are spent at the discretion of the group, providing the expenditures are not illegal in nature, and have been authorized by the group's ASUC Agent. The following guidelines are requested to protect your group, the University and the ASUC:

- (1) If you rent a vehicle using Miscellaneous funds, you are required to purchase \$1 million in insurance coverage naming the UC Regents as first insured.
- (2) If travelling in a private vehicle, provide ASUC with a copy of the owner's Driver's License and Proof of Insurance.
- (3) Miscellaneous funds must not be used to advertise for off-campus events using the group's name.
- (4) Unspent Miscellaneous funds carry-over to the next year's accounts.
- (5) Upon dissolution of a group, Miscellaneous fund balance will be returned to the group at its request, or donated to a non- ASUC organization with the approval of the Senate Finance Committee.