

SENATE BILL #1180  
as amended

Title: Financial Policies and Procedures of the ASUW

Codification Number:

Introduced: November 2, 1976

Thesis: Support of Unireg to clarify and establish financial policies and procedures for the expenditure of the ASUW fee as budgeted

Sponsor: Cheryl Bachus

1. Be it enacted by the Student Senate of the Associated Students of the
2. University of Wyoming that the ASUW Senate go on record supporting the
3. following as a new Unireg as clarification by regulation would enhance
4. current and future operations of the ASUW Senate.
5. References: (a) Regulations of the Trustees of the University of
6. Wyoming, Part IV, Section 1
7. (b) University Regulation 239 (Collection, Custody, and
8. Expenditure of ASUW Funds)
9. (c) Constitution of the Associated Students of the University
10. of Wyoming, Article V, Section B-1
11. (d) University Regulation 234 (Recognition of Student Organizations)
12. (e) University Regulation 174 (University of Wyoming Staff
13. Personnel Policies and Procedures)
14. Purpose: To clarify and establish by regulation, as provided in reference
15. (a), financial policies and procedures for the expenditure of the ASUW fee as
16. such is budgeted and approved pursuant to reference (b) and (c).
17. General Information: As provided in reference (b), the ASUW follows the
18. University procedures (requisitions, vouchers, checks, etc.) in handling ASUW
19. funds as well as to provide clear standards for ASUW business operations, the
20. following policies and procedures will be followed and additional financial

21. procedures or policies established by the ASUW shall be in accordance with  
22. these regulations.
23. Personnel: The ASUW shall maintain clearly defined personnel practices  
24. which shall include the following:
25. a. All personnel who are not students and who are classified as full-time,  
26. part-time or temporary part-time shall be treated in accordance with  
27. reference (e).
28. b. All persons paid by the ASUW for services rendered other than those  
29. specially contracted or paid in accordance provided for cash voucher will  
30. be paid through the University's Payroll Office in accordance with the  
31. procedures of that office.
32. c. All personnel paid by the ASUW shall perform their duties in accordance  
33. with clearly defined job descriptions and such job descriptions shall be  
34. prepared and reviewed prior to filling any position.
35. d. The ASUW shall adopt a standardized wage scale which will comply with  
36. minimum wage laws as well as facilitate considerations for the qualifications  
37. and experience of student employees in various positions within the ASUW.
38. e. An ASUW Employee Review Committee will be established for the purpose  
39. of reviewing all ASUW personnel matters to include employee pay scales,  
40. job descriptions, requests for new positions and ASUW student employee  
41. grievances. This committee shall include the University's Director of  
42. Personnel or his designee, a representative from the Dean of Students' Office  
43. appointed by the Dean of Students, the Chairman of the ASUW Finance Committee,  
44. the Vice President of the ASUW who shall act as chairman and two ASUW  
45. Senators appointed by the Senate.
46. 4. Equipment: Equipment and property acquired with ASUW funds is owned  
47. and maintained by the ASUW for the purposes of the ASUW. Due to the  
48. permanence and responsibility attached to the ownership of such property

49. or equipment, adherence to the following requirements and procedures

50. is necessary:

51. a. All ASUW Equipment purchases must be approved through fiscal budget  
52. procedures or by special requests through ASUW financial procedures.

53. b. All acquisitions of equipment and other property by the ASUW will be  
54. inventoried by the ASUW Business Manager and listed with the University  
55. Property Office in accordance with the procedures of that office.

56. c. Regular repair and maintenance of equipment will be provided and  
57. such will be provided through the regular ASUW procedures to include the  
58. costs of regular and unusual inspection costs for insuring the safety and  
59. proper functioning of various equipment.

60. d. Insurance coverage for equipment shall be budgeted through regular  
61. ASUW budget procedures and may be considered as a part of regular maintenance  
62. requirements.

63. e. The desire or need to dispose of equipment purchased by the ASUW will  
64. require the following procedures:

65. (1) The determination to dispose of equipment will require the approval  
66. of the ASUW Finance Committee.

67. (2) The disposal price will reflect the current condition and salvage value  
68. of the particular item.

69. (3) Items approved for disposal shall be listed with other ASUW subdivisions  
70. for a period of one week. If, after one week, the item for disposal has not  
71. been requested by another subdivision of ASUW, the item shall be listed with  
72. the University Property Office for disposal in accordance with the procedures  
73. of that office.

74. (4) Monies derived from disposing of ASUW equipment shall be credited to the  
75. ASUW Equipment Exchange account and to an Equipment Exchange account of the  
76. subdivision from which the equipment came.

77. f. There shall be established within the University's accounting system  
78. an ASUW Equipment Exchange account. Through the utilization of this  
79. exchange account, the ASUW and its subdivisions may, with proper budgetary  
80. approval, purchase equipment and other property through the University  
81. Purchasing Office.
82. g. Equipment purchased by the ASUW shall be used only in support of those  
83. activities intended by its purchase, and such equipment shall not be loaned,  
84. rented or otherwise used to advance the commercial interests of any person  
85. or organization or to support activities not sponsored by or related to the  
86. activities of the University of Wyoming.
87. h. Equipment purchased by the ASUW for use by University recognized  
88. student organizations may be reserved for use by a student organization  
89. for a specified period of time, and such reservation shall be in accordance  
90. with the following:
91. (1) The ASUW does not relinquish ownership of equipment that is purchased  
92. with the ASUW funds; however, such equipment may be reserved for use by a  
93. University recognized student organization for a specified period of time.
94. (2) A student organization charged with custody of ASUW equipment for its  
95. own use shall be responsible for the maintenance and safe upkeep of that  
96. equipment to other organizations or individuals.
97. (3) A student organization that has reserved ASUW equipment for its own  
98. use shall not rent, loan or otherwise provide such equipment to other  
99. organizations or individuals.
100. (4) A student organization and its officers will be held responsible for the  
101. replacement or repair of ASUW equipment and property that is damaged, destroyed  
102. or lost due to negligence or misuse on the part of an organization or its  
103. individual members. Normal operational maintenance, as necessary and  
104. required, shall be provided by the student organization during the period

105. when the organization has custody.

106. 5. General Procedures for Receipt and Disbursement of Funds: In addition  
107. to procedural directives that may from time to time be provided by the Vice  
108. President for Finance, the general conditions and procedures for utilization  
109. of ASUW funds will include the following:

110. a. Cash Vouchers: Cash vouchers issued by the ASUW Business Manager may be  
111. used for the payment of persons performing special commissioned services  
112. when such payments are from an ASUW account properly approved for that purpose.

113. b. Special Vouchers: Under extenuating circumstances and pursuant to a  
114. documentable need, such to be determined by the Vice President for Finance  
115. or by a designee of that officer, special University vouchers may be authorized  
116. by the ASUW Business Manager for payments.

117. c. Refunds: Refunds for admission sales, activity fees or registrations to  
118. ASUW sponsored functions and events may be made through an independent  
119. checking account established for this purpose at a local community bank.

120. d. Contracts: Contractual agreements involving the expenditure of ASUW  
121. funds will be negotiated in accordance with written directives approved by  
122. the Vice President for Finance except any ASUW contract involving \$500 or  
123. less which may be negotiated and confirmed by the ASUW Business Manager when  
124. there are ASUW funds available to secure the total amount of the contractual  
125. obligation.

126. e. Operating funds: A cash operating fund shall be established under the  
127. supervision of the Business Manager for ASUW to facilitate operational  
128. expenditures under the following conditions:

129. (1) A Change Fund shall be established to provide funds necessary for  
130. the changing of monies during revenue producing activities, i.e. ticket  
131. sales, fees, registrations, and other sales transactions. The amount of  
132. this fund shall be determined by the size of the activity in question.

133. (2) A petty cash fund shall be maintained for expressed reimbursements

134. of items costing \$10 or less when expenditures are properly received  
135. and documented.
136. 6. Student Organizations: Within available resources and so long as the  
137. purposes and activities of an organization are consistent with the purposes  
138. of the University and the ASUW, a student organization may petition for and  
139. may receive financial support from the ASUW for organizational activities in  
140. accordance with the following provisions:
141. a. Student organizations petitioning for funds from the ASUW must have  
142. successfully completed the process of University recognition provided in  
143. reference (d).
144. b. As an exception to Part 3-c of reference (d), all members of a student  
145. organization receiving ASUW funds must be students at the University and at  
146. the discretion of the ASUW it may be required that all members of the  
147. organization must be members of the ASUW.
148. c. Student organizations requesting ASUW funds will make such requests through  
149. prepared budgets which itemize all proposed expenditures and an organization  
150. shall not be authorized to incur financial obligations in the name of the  
151. ASUW until after such budgeted requests are properly approved.
152. d. ASUW funds will not be allocated to a student organization for normal  
153. operating expenses, membership fees, dues or organizational publications.
154. e. Student organizational activities, programs or events receiving  
155. financial support from the ASUW are activities sponsored by the ASUW and  
156. the University; and therefore, the policies and procedures of the ASUW  
157. and the University for such sponsorship apply to the organization for such  
158. sponsorship.

Referred to: Finance, Business Manager, UAC Executive

Date of Passage: November 16, 1976

Signed: Stephan West

ASUW Senate Chairperson

"Being enacted on 11/15/76, I do hereby sign my name hereto and approve  
this Senate action. Bruce L. Lawton ASUW President."