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 University of Wyoming that the ASUW Senate go on record supporting the following as a new Unireg as clarification by regulation would enhance current and future operations of the ASUW Senate.

2. References: (a) Regulations of the Trustees of the University of Wyoming, Part IV, Section 1

3. (b) University Regulation 239 (Collection, Custody, and Expenditure of ASUW Funds)

4. (c) Constitution of the Associated Students of the University of Wyoming, Article V, Section B-1

5. (d) University Regulation 234 (Recognition of Student Organizations)

6. (e) University Regulation 174 (University of Wyoming Staff Personnel Policies and Procedures)

7. Purpose: To clarify and establish by regulation, as provided in reference (a), financial policies and procedures for the expenditure of the ASUW fee as such is budgeted and approved pursuant to reference (b) and (c).

8. General Information: As provided in reference (b), the ASUW follows the University procedures (requisitions, vouchers, checks, etc.) in handling ASUW funds as well as to provide clear standards for ASUW business operations, the 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
or equipment, adherence to the following requirements and procedures is necessary:

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

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

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

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

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

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

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

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

(4) Monies derived from disposing of ASUW equipment shall be credited to the ASUW Equipment Exchange account and to an Equipment Exchange account of the 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
5. General Procedures for Receipt and Disbursement of Funds: In addition to procedural directives that may from time to time be provided by the Vice President for Finance, the general conditions and procedures for utilization of ASUW funds will include the following:

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

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

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

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

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

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

2. A petty cash fund shall be maintained for expressed reimbursements
6. Student Organizations: Within available resources and so long as the purposes and activities of an organization are consistent with the purposes of the University and the ASUW, a student organization may petition for and may receive financial support from the ASUW for organizational activities in accordance with the following provisions:

a. Student organizations petitioning for funds from the ASUW must have successfully completed the process of University recognition provided in reference (d).

b. As an exception to Part 3-c of reference (d), all members of a student organization receiving ASUW funds must be students at the University and at the discretion of the ASUW it may be required that all members of the organization must be members of the ASUW.

c. Student organizations requesting ASUW funds will make such requests through prepared budgets which itemize all proposed expenditures and an organization shall not be authorized to incur financial obligations in the name of the ASUW until after such budgeted requests are properly approved.

d. ASUW funds will not be allocated to a student organization for normal operating expenses, membership fees, dues or organizational publications.

e. Student organizational activities, programs or events receiving financial support from the ASUW are activities sponsored by the ASUW and the University; and therefore, the policies and procedures of the ASUW and the University for such sponsorship apply to the organization for such sponsorship.