ASUSF Senate Code on Reserves Spending

I. NAME

This Document shall be known as the Code on Reserves Spending.

II. AUTHORITY

This code is established under the authority of the ASUSF Senate and the office of the President.

III. AMENDMENTS

This code may be amended by a majority vote of the ASUSF Senate upon their written recommendation.

IV. PURPOSE

The purpose of the ASUSF Senate Code of Reserves Spending is to provide a formalized process for spending the funds located in the Reserves account.

The Reserves: The funds generated from the unspent portion of the Student Activity Fee, a fee of $82 ($97 as of Fall 2013) paid each semester by all full-time undergraduate students to fund student activities under the Department of Student Leadership and Engagement in the Division of Student Life.

V. ELIGIBILITY of REQUESTS & GUIDELINES

Only undergraduate Associated Students of the University of San Francisco have access to the funds in the Reserves account.

Students who receive assistance from other organizations will not be excluded from accessing funds.
Only requests of $5,000 or more are eligible to be taken from the Reserves account, however requests under $5,000 will be considered at the discretion of the Vice President of Business Administration and will be subjected to the same process as detailed below. Each request must be formulated with the intention of benefiting the greater USF community. The Reserves may be used when the funds needed do not have another source or cannot be taken from another account.

Any request awarded cannot cause the balance in reserves to go below the amount that has been deemed not spendable, as established by the authority of this code. The amount not spendable is $125,000.00.

VI. PROCESS

All requests to extract funds from the reserves will be submitted, in a written application, to the Vice President of Business Administration for initial review and subsequently the ASUSF Senate Finance Committee for further review.

If the request total is between $5,000 and $19,999.99 the Vice President of Business Administration will then present the request before the ASUSF Senate Finance Committee for review OR the submitter of the request will present their proposed request before the ASUSF Senate Finance Committee for their questioning and review. The request will then be sent to ASUSF Senate for their final vote and approval.

If the request total is $20,000 or more, then a petition, detailing the proposed request with an emphasis on the origin of the funds, signed by 10% of the members of the Association is required. After the completed petition is re-submitted with the request, the Vice President will then present the request before the ASUSF Senate Finance Committee for review OR the submitter of the request will present their proposed budget before the ASUSF Senate Finance Committee for their questioning and review. The request will then be sent to ASUSF Senate for their final vote and approval.

Once the request has been formally submitted, a member of ASUSF Senate Finance Committee will be assigned to the person who has submitted the request to serve as a point of contact, to provide assistance, and to make sure that the plan detailed in the request is properly executed.

When the entire process is completed, a formal evaluation will be submitted by the requester to the Vice President of Business Administration via OrgSync.

VII. LIMITS OF THE CODE:

This code shall supersede all other codes pertaining to the same subject, but will not supersede any provisions of the Constitution and By-Laws of ASUSF Senate.