

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Club Expenditures
Adoption Date: 3/96
Responsible Area: Student Services
Responsible Office: Vice President, Student Services/Research
Policy Reference: None

Club expenditures must follow the College's established process. This process is as follows:

1. Check the club account to determine if there are funds available. Reports may be obtained from the Accounting Office.
2. Obtain appropriate Club Expenditure Request forms from the Student Services Office. These forms include:
 - ***Check Request Form***: To be used for reimbursements or for direct payment.
 - ***Travel Request Form***: To be used for any travel done using club funds.
 - ***Approval of Order Form***: To be used to obtain prior approval for items ordered.
3. Complete the forms and turn them into the Cashier
4. Maintain files of completed forms.