



# Annual Budget 2008-09



A Program of Associated Students,  
California State University, Fullerton, Inc.

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## PURCHASING AND PAYMENT PROCEDURES

### A. Purchase Order Procedures - Regular P.O.'s

1. Complete (in full) a purchase order request and send both copies (with backup attached, when appropriate) to TSU-218.
2. Price quotations from at least three vendors are recommended for any item.
3. A minimum of three written bids is required on items over \$2,500 in value. They must include a description of the item, model number, selling price, taxes and shipping costs. Use the ASI Bid form and attach to completed purchase order request. Copies of the form are available in TSU-218. Use the ASI Bid Form and attach it to the completed purchase order request. Copies of the Bid Form are available in TSU-224.

Bids are also required when the purchase of one or more items is being requested from a single vendor where the total cost of the items is \$2,500 or more.

All purchases should be made from vendors quoting the lowest prices, although prior reliability, compatibility when adding to an existing complement of furnishings, etc., vendor service and delivery may be considered in bid evaluation. All exceptions to this procedure must be approved, **prior** to purchase, by the Executive Director or his/her designee and the TSU Governing Board Chair.

4. After the purchase order request has been signed by all appropriate individuals, a purchase order number will be assigned.
5. The purchase order is typed in the TSU Administrative Office and is either mailed or faxed to the vendor. Other copies of the purchase order are distributed, with the yellow copy of the purchase order request and the goldenrod copy of the purchase order mailed to the requesting department (except in the case of capital equipment purchases, where the Director for Financial Operations is given the copy).
6. When the material is received, the requesting department returns the packing slip, goldenrod copy of purchase order—signing off with an okay to pay—and the original invoice to TSU-218 for processing. Payment is then made by the issuance of a check by the ASI Accounting Office. Checks are written weekly (see Payment Procedures for details).

If partial payment is made against a purchase order it is only necessary to send the invoice and packing slip to indicate the amount to be paid along with a signature on the invoice and the date the material was received. When final payment of the P.O. is made, send the original goldenrod copy with the appropriate paperwork attached in order to close the P.O.

7. **EXCEPTIONS** to the above procedure—i.e., “confirming purchase orders”—may be made when necessary. Paperwork on confirming purchase orders approved is due within 48 hours after receipt of the verbal purchase order number. In rare instances if exact costs cannot be provided, then list a “not to exceed” amount on the P.O. request form.

B. Purchase Order Procedures - Open P.O.'s

1. Open purchase orders may be requested by department supervisors when the frequency of purchases made from a particular vendor and convenience for departments in getting material quickly is critical for efficient operation.

Open P.O.'s are issued for a fiscal year period and purchases may not exceed the dollar limit as stated on the P.O. Individuals authorized to make expenditures are listed on the purchase order. The TSU Administrative Secretary sends out a memo to all supervisors in June of each year reminding supervisors that open P.O. requests are due for the upcoming budget year. Supervisors then submit their completed open purchase order requests for approval.

2. Payment on open purchase orders is made by completing a check request and referencing the open purchase order number on the form.
3. Purchases of equipment from the Capital Equipment/Improvement budget may NOT be made on open purchase orders.

C. Check Request Procedures

1. Check request forms can be obtained from the TSU Administrative Office, TSU-218.
2. TSU checks are processed once a week by the ASI Accounting Office. All check request and goldenrod copies of purchase orders that need to be processed for payment during any given week must be submitted to TSU-218 by noon on Friday of each week. Checks are ready for distribution/pick-up by Friday of each week.
3. When submitting check requests or goldenrod copies of purchase orders for payment, make certain to attach the original copy of the invoice along with applicable packing slips. If remittance copy of an invoice is to be included with a check, make a note of this under the “Special Instructions” section of the check request form. When requesting that a letter, memo, order form, etc. be mailed with a check, make a photocopy to remain with the check request when it is filed in the ASI Accounting Office. Back-up documentation should always be provided with check requests. Do not submit statements in place of invoices. Checks cannot be written from statements.

It may be necessary to request a check for a cash advance when companies/vendors do not accept purchase orders. Please indicate on the check request that a receipt will follow and send back-up data (receipts, invoices, etc.) to the Director of Financial Services as soon as possible.

4. Be sure to indicate on the check request whether the check should be mailed or held for pickup. Checks to vendors should be mailed unless vendor has requested that it should be held for pickup.

D. Certification Forms/Stamps

The ASI has implemented Certification Forms and Certification Stamps for use when original invoices/documentation is not available for presentation. A multi-purpose Certification Form or a Certification Stamp is available from the ASI Accounting Office. If receipts are missing or if fax, email or photocopies are being substituted as originals then a Certification Form or a Certification Stamp **MUST** be provided before requests for payment can be processed.

### PETTY CASH ADVANCES

Frequently a supervisor may need to buy several small items (miscellaneous supplies) from one or more stores and finds it more convenient to use cash to make these purchases. These procedures should be followed.

1. Unless supervisor has his/her own petty cash fund, request petty cash from Director of Financial Services.
2. Petty cash advances are limited to \$75 unless an exception is made by the Executive Director or designee.
3. Receipts for all expenditures and any remaining money must be returned to Director of Financial Services within 24 hours.
4. When petty cash fund is replenished, the appropriate expense accounts are charged and a copy of the check request is sent to appropriate departments.

### LINE ITEM TRANSFERS

A. Budget Transfers

The Director of Financial Services is authorized to transfer funds between accounts up to \$500, exclusive of personnel services, with approval of the Chair of the Titan Student Union Governing Board. Transfers exceeding \$500 must come to the Board for a consideration in action. Transfers are made with an Authorization for Budget Action form that is completed by the Director of Financial Services and after appropriate signatures are secured, it is submitted to the ASI Accounting Office for processing.

B. Contingency

Several departmental budgets have one or more contingency line items budgeted for unanticipated expenses. These line items are not charged directly but rather the funds are transferred to the appropriate line item and charged accordingly. The same procedure as listed under "Budget Transfers" is followed to request expenditures of contingency funds.

C. Negative Expense Account Balances

Payment of invoices against insufficient account balances is NOT allowed.

D. Non-Budgeted Expenses

Purchase requests for non-budgeted supply or equipment items must be approved in advance. All budgets have been approved by the Titan Student Union Governing Board, and changes may require additional review and approval by the Board.

E. Unexpended Funds

Unexpended funds in any line item are not available for use in another line item without prior approval by the Director of Financial Services and in some cases by the TSU Governing Board. It is not automatic that these funds may be spent for other items regardless of their importance.

## **TRAVEL (INSURANCE)**

Any student, volunteer or staff member using his/her personal vehicle to travel while on ASI official business must present evidence of adequate vehicle insurance as well as a photocopy of his/her driver's license to the ASI Executive Assistant in TSU-218 before mileage reimbursement can be made. ASI shall not reimburse any group or individual for mileage traveled between home and campus. Forms for this purpose are available in the ASI Administrative Office, room 218.

## **STUDENT TRAVEL POLICY**

Funding for student travel shall abide by the following criteria:

1. Individuals may receive up to \$500 for travel without proof of personal contribution.
2. It is the preference of ASI to only fund travel up to \$500 for each student traveling; however, individuals receiving an amount over \$500 must show proof of no less than a 25% personal or outside contribution.

3. Each Council reserves the right to enforce a personal contribution percentage including allocations below \$500.
4. Student fees allocated by the TSU Governing Board shall abide by this policy. Registration fees for the ACUI Regional and National Conferences shall not apply to the \$500 limit.
5. The ASI Board of Directors may make exceptions to this policy through budget language or a majority vote of the ASI Board.

## **TRAVEL EXPENSE POLICY**

### **A. Procedure to Request Travel Advance**

1. Complete a Travel Authorization form in triplicate. Forms are available in TSU-224 (ASI Accounting Office). Submit the first and second copies to TSU-218, and the travel advance will be reviewed and processed. The third copy is for the requestor's files
2. The original copy of the advance will be returned to requestor with the advance check. Hold the original copy until travel has been completed. At that time, receipts and/or monies not spent are to be returned to the ASI Accounting Office along with the signed and completed original Travel Authorization form. If actual travel expenses exceed the advance amount, it is not necessary to complete a check request for reimbursement; the Travel Authorization form will serve as the check request.
3. Expense reports are due within five (5) working days after return from travel. No advance or travel authorization will be approved if the requestor has an outstanding travel advance.
4. No advance or travel authorization will be approved if the requestor has an outstanding travel advance.

### **B. Transportation**

1. Commercial Carrier: At Actual Cost. Passenger's copy of commercial carrier ticket or signed certification form must be submitted with travel expense report.
2. Private Vehicle: ASI will reimburse mileage at the State rate to and from campus. Anyone using a personal vehicle must carry an insurance policy with at least \$15,000/\$30,000 liability coverage and \$5,000 property damage coverage. Prior to travel, proof of vehicle insurance and valid Driver's License must be on file with the ASI in order to receive reimbursement for mileage. A copy of the policy as well as a photocopy of the individual's driver's license must be on file with the ASI Executive Assistant in TSU-218 in order to receive reimbursement for mileage. Gas receipts are not required.

3. Rental Vehicle: The ASI has official contract agreements with Budget Rent-A-Car and Enterprise Rent-A-Car. Should travel arrangements require that another rental agency be used, prior authorization must be received from the ASI Accounting Manager or ASI Executive Director/Designee. Individuals must contact the ASI Accounting Manager to make arrangements for renting from either Budget Rent-A-Car or Enterprise Rent-A-Car. When renting from Budget Rent-A-Car, it is mandatory that travelers purchase the rental agency insurance coverage for vehicle collision. When renting from Enterprise Rent-A-Car, the cost of insurance coverage is included in the rate. Individuals who rent vehicles are required to refill gasoline tank prior to turning vehicle back in to the rental agency by using the most economical means. Program budgets will be charged for all refueling and insurance costs.

C. Meals

1. ASI will reimburse for meals at the State rates. Unreceipted per diem rates for meals as of July 1, 2007 is as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

These rates are subject to change during the fiscal year to adjust to the publicized State rates. **While it is not necessary to provide receipts for meals that are advanced, programs are encouraged to return funds that are not spent for meals.**

The full day per diem is allowed for travel beginning at least two hours prior to 8:00 a.m. and continuing at least two hours past 5:00 p.m. Partial per diem is allowed for travel on a per meal basis as follows:

Breakfast: When travel occurs between 6:00 a.m. and 10:00 a.m.

Lunch: When travel occurs between 10:00 a.m. and 2:00 p.m.

Dinner: When travel occurs between 3:00 p.m. and 7:00 p.m.

D. Lodging

1. Requests for lodging expenses will be administratively reviewed and approved if the costs are reasonable, commensurate with the area, and consistent with the nature and purpose of the program, conference, etc. Hotel charges will be reimbursed for reasonable, actual expenses. Hotel receipts are required and must be submitted with the travel expense report.

E. Incidentals

1. Parking: Actual rates, receipts required.
2. Telephone: Official business calls only. No receipts required.
3. Ground Transportation: Actual costs upon presentation of receipts.
4. Miscellaneous: \$5.00 per day (prorated if less than 1 day.) (no receipts required)

**NOTE: Travel on behalf of ASI is to undertaken in the most cost-effective manner. The ASI will not pay for nor reimburse travel expenditures for spouses/partners, dependents or others who are accompanying individuals conducting business for the organization unless they, too, are conducting business for the organization.**

## **CAPITAL EQUIPMENT PURCHASES**

Even though estimates are secured each year when the Capital Equipment/Improvement and Related Expense Budget is finalized, each expenditure must be bid and approved PRIOR to the conclusion of any transaction.

1. Purchase of equipment (fixed assets) exceeding \$200 MUST be charged to the Capital Equipment Account (1002-8096).
2. Equipment purchases may not be made without a prior purchase order authorization. Purchase orders must be approved IN ADVANCE and before the conclusion of a transaction.
3. Equipment purchases may not be made using open P.O.'s, which were designed to accommodate supply needs. Additionally, employees are not authorized to charge equipment (or supplies) to their personal credit cards or charge accounts without prior discussion and prior authorization from the director of Financial Services.
4. Purchase requests for non-budgeted equipment items must be approved in advance. These requests require approval by the TSU Governing Board.

## **PROPERTY ACQUISITION AND INVENTORY CONTROL**

### **A. Acquisition**

Purchases of property (equipment, furnishings, computers, etc.) are made from the capital equipment budget and are acquired with a purchase order. Appropriate bid procedures are to be followed.

Titan Student Union property tags are issued by the Property Control Clerk (TSU Administrative Secretary) and a detailed record of all property (description, location, tag #, date of purchase, purchase price) is maintained by the Inventory Control Officer (Associate Director).

B. Inventory Control

Inventory tags should be requested from the Property Control Clerk (TSU Administrative Secretary) upon receipt of new equipment. Property Tag Request Forms are available in TSU-218 from the Property Control Clerk.

An annual physical inventory is conducted each year.

A Property Disposal Form must be completed and submitted to TSU-218, prior to disposal or reassignment. The Executive Director or designee must authorize disposal of equipment. Forms are available in the TSU Administrative Office.

## **SHIPPING/RECEIVING/PROPERTY AND EQUIPMENT PROCEDURES**

A. Shipping

1. Individual departments are responsible for handling their own mailing needs. If an item needs to be mailed (either by UPS or the U.S. Postal Service), a petty cash advance may be requested through the Director of Financial Services. Packages may not be mailed through the campus mailroom and charged back to TSU expense accounts. The ASI has a FedEx account that is available for use by all ASI and TSU programs. The ASI Accounting Manager has account envelopes available for use.
2. If an item has been received, needs to be returned and arrangements have been made with the vendor to pick up the item, the return may be coordinated with the University Shipping and Receiving Office. However, the TSU is responsible for bringing the item to be returned to the University Shipping and Receiving Office and providing that office with any information they need to successfully expedite the return.

B. Receiving/Property and Equipment

1. Most items ordered on TSU or ASI orders (regular and open P.O.'s) are delivered to the Titan Student Union Building Engineering Department and stored in the Shipping and Receiving Room (Room 41). When placing orders the following format should be used for ship to:

Associated Students, Inc./Titan Student Union (whichever is applicable)  
800 North State College Blvd.  
Fullerton, CA 92834-6828

ATTN: Titan Student Union Building Engineering Department

Exceptions to items being delivered directly to Building Engineering would be when large quantities (such as custodial supplies) or furnishings that will be installed by the vendor are ordered. However, the Building Engineering

Department should be notified of these exceptions with a telephone call advising the department if there are any out-of-the-ordinary delivery instructions (South Loading Dock, etc.).

2. The Office Coordinator of the TSU Building Engineering department is designated as the Receiving Clerk. All merchandise and equipment shall be verified, inspected and logged in by the Receiving Clerk upon its arrival.
3. The Receiving Clerk shall forward the original packing slip(s) to the requester and a copy to the Property Control Clerk (TSU Administrative Secretary).
4. The requester will forward an ASI/TSU Property Tag Request Form to the Property Control Clerk.
5. The requester will forward original invoices, original packing slip(s) and either goldenrod copy of the purchase order or check request to the Director for Financial Operations and Technology for payment.
6. Upon receipt of the packing slip copy and ASI/TSU Property Tag Request Form, the Property Control Clerk will assign and affix property tags on new property and transmit the property tag report form and copy of packing slip to the Inventory Control Officer and ASI Accounting Manager.
7. The ASI Accounting Manager shall record asset acquisition in Fixed Asset Data Base.
8. The Inventory Control Officer (Associate Director) shall add newly-acquired equipment to official corporate inventory property listing and shall meet regularly with ASI Accounting Manager to assure that Fixed Asset Data Base records agree with Corporate Inventory Property document. Reconciliation of physical inventory records to general ledger with review by Management is conducted by the ASI Accounting Manager on a monthly basis.
9. Deliveries to STA Travel, Dean of Students Office and ASI Productions are made directly to these departments by the University Receiving Office.

## **PROCUREMENT OF OFFICE SUPPLIES**

In order to secure the most competitive pricing by taking advantage of volume buying, the purchase of office supplies has been centralized through the TSU Administrative Office. Supply orders are placed as needed, usually every day. Due to availability and pricing, current vendors may change throughout the fiscal year. Contact the TSU Administrative Secretary in TSU-218 for a copy of the current order form to be used for submitting orders. It is the policy of the Associated Students, Inc. to purchase recycled paper.

## CONTRACTS/AGREEMENTS

All contracts/agreements are to be reviewed and signed by the Executive Director. Supervisors may not sign and enter into contracts/agreements on behalf of the organization. Once executed, originals of all contracts/agreements are to be filed in the TSU Administrative Office.

## SUBCONTRACTOR'S INSURANCE REQUIREMENTS

The Associated Students, California State University, Fullerton, Inc. (ASI) contracts with individuals and firms from time to time to provide services for its numerous programs. Contractors must be able to provide certificates of insurance covering exposures for workers' compensation, bodily injury and property damage and, on request, additional risk exposure. The minimum limits of the liability and property damage policy are \$2 million. The certificate of insurance must list the coverages held by the contractors, the name of the carriers, and the limit of the policy. Brokers and agents representing the contractor will typically present a standard insurance industry form.

- A. Prior to entering into any agreement with a subcontractor, the supervisor must complete an Insurance Certificate (1/2-sheet) form and submit to the TSU Director. These forms are available in TSU-218. No work may begin until approval (either verbal or written) is received from the ASI Executive Director or ASI Executive Assistant. In addition, compliance to items B. and C. listed below must be met.
- B. Additional Insured Endorsement

The policy of the ASI and the Trustees of the California State University require further that they be named as additionally insured on the policy submitted by the subcontractor with respect to the activities of the contractor. The wording must be stated as follows:

"The Associated Students, California State University, Fullerton, Inc.; the State of California; the Trustees of The California State University; California State University, Fullerton; and all of their several officers, agents, employees and volunteers are named as additional insured."

"This insurance policy will not be canceled without thirty (30) days prior written notice to said Associated Students, California State University, Fullerton, Inc., and to the Board of Trustees of The California State University. The Associated Students, California State University, Fullerton, Inc., and the State of California are not liable for the payment of premiums or assessments on this policy."

C. Filing Certificates of Insurance

The certificate of insurance including the additional insurance endorsement should be sent to:

Associated Students, CSUF, Inc.  
California State University, Fullerton  
P.O. Box 6828  
Fullerton, CA 92834-6828

**PURCHASE OF T-SHIRTS**

The Titan Student Union (ASI) shall not fund t-shirts at more than \$12.00 a shirt. Such t-shirts are for promotion of the ASI, its councils and programs. Money will not be spent on t-shirts for individual clubs and organizations.

**COPY COSTS**

The Titan Student Union (ASI) shall not fund regular copy costs at more than \$0.05 per copy.

**AWARDS, PLAQUES, TROPHIES**

Awards, plaques and trophies shall be limited to \$35 per award. This policy may be waived by the ASI Vice President of Finance.

**DEFINITION OF LINE ITEM EXPENSES**

- 8020 Student Leader Wages  
Part time, hourly employees who are paid wages for serving the funded programs as executive officers, chairs, vice chairs, directors, etc.
  
- 8050 Supplies  
Expendable items used in the operation of a program or department. Examples are: pens, pencils, paper clips, envelopes, staplers and staples, scissors, printer cartridges, diskettes, paper, toner (used for photocopier machines), custodial products, building maintenance products (adhesives, paint, fasteners, solvents, lights), batteries, trophies and awards, t-shirts, etc.

- 8051     Printing & Advertising  
Costs for designing and printing of brochures, business cards, posters, forms, flyers and other materials related to the operation and promotion of various programs and departments. All photocopying costs; costs for newspaper ads and other recruitment costs.
  
- 8052     Communications  
Postage and mailing costs, freight costs, telephone costs. (Includes all costs related to installation and disconnection of all voice, fax and data lines.)
  
- 8054     Merchandise for Resale  
Costs related to the purchase of merchandise held for sale to include purchase price and transportation costs.
  
- 8056     Repairs and Maintenance  
Costs of supplies, parts and outside labor necessary to repair and maintain furnishings and equipment.
  
- 8059     Minor Construction  
Costs related to the remodeling/refurbishing of building equipment and furnishings (i.e., drywall, re-lamination, lighting, ceilings, re-finishing).
  
- 8065     Personnel Services, F.T.  
Full and part-time staff salaries
  
- 8165     Benefits, F.T.  
All employer-paid costs (benefits) related to full-time staff. Examples are: PERS and LTD; FICA; Workers' Compensation Insurance; Health, Dental and Vision Insurance Premiums; Life Insurance and AD&D; Employee Assistance Program.
  
- 8069     Personnel Services, P.T.  
Part-time student wages (hourly employees) – Student Assistants, Work Study Students and Non-Student, part-time employees.
  
- 8169     Benefits, P.T.  
All employer-paid costs (benefits) related to part-time (student assistants, work study students) employees. Examples are: FICA and Workers' Compensation Insurance.
  
- 8074     Contracts/Fees/Rentals
  - a) Outside contracted services: trash collection, accounting services, postal machine, cash register, copier and fax machine service agreements, building maintenance agreements, elevator service contracts, entertainment contracts with speakers and performers, custodial service agreements, computer technology lease agreements.
  - b) Permit fees, safe combination changes, bowling lane certification fees, employment testing fees (audiometry and cardiopulmonary function), software license fees, computer technical support fees, audit and legal fees, consultant fees, program guarantees, CPR and first aid training fees.
  - c) Equipment rentals, postal meter rental, pager rental and film rentals.

- 8077 Travel  
All costs related to travel/transportation (airfare, car/truck/bus rental fees, etc.), lodging, meals, parking, incidentals, registration fees and personal vehicle mileage reimbursement.
- 8078 Vehicle Expense  
Costs to license and maintain company-owned vehicles: insurance, registration and smog check costs, fuel and maintenance.
- 8079 Dues and Subscriptions  
Professional organizational dues; membership dues; subscriptions to newspapers, publications, magazines, periodicals, newsletters, etc. Does NOT include personal membership fees or dues.
- 8084 Insurance  
Cost of general liability, excess liability, property and all other insurance coverages (except auto). Also includes cost of claims deductibles.
- 8086 Utilities  
Cost of heating and cooling, electricity, gas, water and sewer.
- 8096 Capital Equipment/Equipment and Related Expenses  
Capital Improvement represents amounts budgeted for new construction and remodeling (in an amount less than \$250,000). Costs for carpeting (new or replacement) may be funded here.
- Equipment purchases in an amount of \$200.00 or more qualify as a Capital Equipment Expense. Equipment budgeted must have a life expectancy of at least 3 years.
- Expenditures not qualifying as a major repair and replacement or otherwise inappropriate as a regular operating expense should be included here.
- 8097 Contingency  
Unanticipated expense. Any division or program can be budgeted a contingency account as required. However, expenses may not be charged to -8097. A line item transfer moving monies from contingency to the appropriate expense line item must be approved prior to the obligation of contingency dollars.

**INCOME & EXPENSE SUMMARY  
FOR  
2008-09 OPERATING BUDGET  
TITAN STUDENT UNION**

**INCOME**

Fees	\$6,100,000.00
Fund Balance	72,583.00
Interest	200,000.00
General Services	303,442.00
Building Engineering	48,622.00
University Conference Center	181,389.00
Titan Bowl & Billiards	166,863.00
Graphic Services	49,046.00
Mainframe Computer Lounge	16,631.00
Information/Services	135,867.00
Marketing & Public Relations	100,451.00
Operations	44,835.00
Titan Recreation/Student Recreation Center	575,375.00

<b>TOTAL INCOME</b>	<b>\$7,995,104.00</b>
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**DISBURSEMENTS**

General Services	2,393,456.00
Building Engineering	1,214,192.00
Administration	255,010.00
University Conference Center	297,389.00
Titan Bowl & Billiards	230,668.00
Graphic Services	187,610.00
Art & Exhibit Program	15,350.00
Mainframe Computer Lounge	71,414.00
Titan Student Union Board	66,743.00
Programming Support	86,679.00
Information/Services	242,600.00
Marketing & Public Relations	249,660.00
Operations	1,017,153.00
Titan Recreation/Student Recreation Center	1,667,180.00

<b>TOTAL DISBURSEMENTS</b>	<b>\$7,995,104.00</b>
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\* The 2008-09 budget request for surplus revenue (fees) amounted to \$6,100,000, all of which is designated to cover operating costs. The remaining balance of operating expenses (\$73,258) and all of the 2008-09 capital equipment/improvement and related expense budget (\$460,000) will be funded from the Campus Operations Fund Balance (Local Reserves). This method of funding is in compliance with the Chancellor's Office (Office of Financing and Treasury) policies and procedures, which require that campus fund balances be maintained at established levels.

**TITAN STUDENT UNION**

**GENERAL SERVICES**

**2008-09**

**INCOME**

1000-6000	Fees	\$1,890,014.00
1000-6004	Dining & Vending Commissions	30,000.00
1000-6007	Service Chargebacks	197,744.00
1000-6012	Shop I (STA Travel)	18,000.00
1000-6015	Shop II (Yum)	8,676.00
1000-6022	Miscellaneous Revenue	9,500.00
1000-6039	ATM Income	39,522.00
1000-6040	Interest Income	200,000.00

<b>TOTAL INCOME</b>	<b>\$2,393,456.00</b>
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**DISBURSEMENTS**

1000-	General Operations	
8050	Supplies	1,510.00
8051	Printing & Advertising	11,000.00
8052	Communications	5,348.00
8074	Contracts/Fees/Rentals	944,995.00
8084	Insurance	198,514.00
8086	Utilities	1,230,089.00
8097	Contingency	2,000.00

<b>TOTAL DISBURSEMENTS</b>	<b>\$2,393,456.00</b>
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TITAN STUDENT UNION

CAPITAL IMPROVEMENT/EQUIPMENT & RELATED EXPENSE

2008-09

**INCOME**

1000-6034 Fund Balance Transfer \$460,000.00

**TOTAL INCOME** **\$460,000.00**

**DISBURSEMENTS**

1002- Capital Expenditures  
8096 Capital Improvement/Equipment 460,000.00  
and Related Expense

**TOTAL DISBURSEMENTS** **\$460,000.00**

**TITAN STUDENT UNION**

**BUILDING ENGINEERING**

**2008-09**

**INCOME**

1100-6000	Fees	\$1,165,570.00
1100-6007	Service Chargebacks	7,500.00
1100-6035	Personnel Services Income	41,122.00

<b>TOTAL INCOME</b>	<b>\$1,214,192.00</b>
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**DISBURSEMENTS**

1100-	General Operations	
	8050 Supplies	3,271.00
	8051 Printing & Advertising	210.00
	8052 Communications	5,724.00
	8065 Personnel Services, F.T.	459,350.00
	8165 Benefits, F.T.	269,808.00
	8069 Personnel Services, P.T.	169,798.00
	8169 Benefits, P.T.	16,055.00
	8074 Contracts/Fees/Rentals	435.00
	8077 Travel/Staff Development	2,547.00
	8078 Vehicle Expense	5,650.00
	8079 Dues and Subscriptions	200.00
1101-	Food Service	
	8050 Supplies	5,038.00
	8056 Repairs and Maintenance	15,397.00
	8059 Minor Construction	14,000.00
	8074 Contracts/Fees/Rentals	23,385.00
	8097 Contingency	1,500.00
1102-	Building Services	
	8050 Supplies	54,722.00
	8056 Repairs and Maintenance	34,544.00
	8059 Minor Construction	71,400.00
	8074 Contracts/Fees/Rentals	30,967.00
	8097 Contingency	2,000.00
1103-	Gardening Maintenance	
	8050 Supplies	11,066.00
	8056 Repairs and Maintenance	2,625.00
	8074 Contracts/Fees/Rentals	14,000.00
	8097 Contingency	500.00

<b>TOTAL DISBURSEMENTS</b>	<b>\$1,214,192.00</b>
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**TITAN STUDENT UNION**

**ADMINISTRATION**

**2008-09**

**INCOME**

1300-6000 Fees \$255,010.00

<b>TOTAL INCOME</b>	<b>\$255,010.00</b>
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**DISBURSEMENTS**

1300- General Operations

8050	Supplies	2,475.00
8051	Printing & Advertising	905.00
8052	Communications	1,934.00
8065	Personnel Services, F.T.	162,479.00
8165	Benefits, F.T.	66,384.00
8069	Personnel Services, P.T.	8,843.00
8169	Benefits, P.T.	337.00
8074	Contracts/Fees/Rentals	120.00
8077	Travel/Staff Development	7,883.00
8079	Dues & Subscriptions	3,550.00
8097	Contingency	100.00

<b>TOTAL DISBURSEMENTS</b>	<b>\$255,010.00</b>
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**TITAN STUDENT UNION**  
**UNIVERSITY CONFERENCE CENTER**  
**2008-09**

**INCOME**

1400-6000	Fees	\$116,000.00
1400-6007	Service Chargebacks	1,389.00
1400-6025	Room Rental	180,000.00

<b>TOTAL INCOME</b>	<b>\$297,389.00</b>
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**DISBURSEMENTS**

1400-	General Operations	
	8050 Supplies	5,900.00
	8051 Printing & Advertising	9,496.00
	8052 Communications	2,751.00
	8065 Personnel Services, F.T.	155,761.00
	8165 Benefits, F.T.	83,177.00
	8069 Personnel Services, P.T.	25,582.00
	8169 Benefits, P.T.	1,050.00
	8074 Contracts/Fees/Rentals	9,178.00
	8077 Travel/Staff Development	4,394.00
	8097 Contingency	100.00

<b>TOTAL DISBURSEMENTS</b>	<b>\$297,389.00</b>
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# TITAN STUDENT UNION

## TITAN BOWL & BILLIARDS

2008-09

### INCOME

1500-6000	Fees	\$63,805.00
1500-6003	Locker Income	1,800.00
1500-6010	Merchandise Sales	10,909.00
1500-6016	Class Bowling	26,703.00
1500-6017	Leagues	2,340.00
1500-6019	Shoe Rentals	15,000.00
1500-6035	Personnel Services Income	2,000.00
1500-6086	Table Tennis	2,571.00
1500-6115	Open Billiards	30,880.00
1500-6215	Electronic Games	15,000.00
1500-6800	Games Tournaments	640.00
1500-6801	Games Special Events	44,300.00
1500-6815	Open Bowling	14,720.00

### TOTAL INCOME

**\$230,668.00**

### DISBURSEMENTS

1500-	General Operations	
	8050 Supplies	8,539.00
	8051 Printing & Advertising	4,436.00
	8052 Communications	2,144.00
	8054 Merchandise for Resale	1,500.00
	8065 Personnel Services, F.T.	50,165.00
	8165 Benefits, F.T.	30,274.00
	8069 Personnel Services, P.T.	53,835.00
	8169 Benefits, P.T.	2,649.00
	8074 Contracts/Fees/Rentals	2,197.00
	8077 Travel/Staff Development	5,421.00
	8097 Contingency	100.00
1501-	Bowling Operations	
	8050 Supplies	6,174.00
	8056 Repairs & Maintenance	33,975.00
	8074 Contracts/Fees/Rentals	25,984.00
	8079 Dues & Subscriptions	1,060.00
1502-	Billiards/Table Tennis Operations	
	8050 Supplies	2,215.00

### TOTAL DISBURSEMENTS

**\$230,668.00**

# TITAN STUDENT UNION

## GRAPHIC SERVICES

2008-09

### INCOME

1600-6000	Fees	\$138,564.00
1600-6007	Service Chargebacks	34,000.00
1600-6010	Merchandise Sales	3,636.00
1600-6013	Artwork Sales	11,410.00

<b>TOTAL INCOME</b>	<b>\$187,610.00</b>
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### DISBURSEMENTS

1600-	General Operations	
8050	Supplies	16,063.00
8051	Printing & Advertising	27,475.00
8052	Communications	1,113.00
8054	Merchandise for Resale	1,901.00
8056	Repairs & Maintenance	100.00
8065	Personnel Services, F.T.	52,345.00
8165	Benefits, F.T.	21,745.00
8069	Personnel Services, P.T.	62,154.00
8169	Benefits, P.T.	2,436.00
8074	Contracts/Fees/Rentals	398.00
8077	Travel/Staff Development	1,670.00
8079	Dues and Subscriptions	110.00
8097	Contingency	100.00

<b>TOTAL DISBURSEMENTS</b>	<b>\$187,610.00</b>
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**TITAN STUDENT UNION**  
**ART & EXHIBIT PROGRAM**  
**2008-09**

**INCOME**

1700-6000	Fees	\$15,350.00
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<b>TOTAL INCOME</b>	<b>\$15,350.00</b>
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**DISBURSEMENTS**

1700-	General Operations	
	8050 Supplies	100.00
	8051 Printing & Advertising	7,158.00
	8052 Communications	42.00
	8056 Repairs & Maintenance	500.00
	8074 Contracts/Fees/Rentals	6,400.00
	8079 Dues & Subscriptions	250.00
	8084 Insurance	800.00
	8097 Contingency	100.00

<b>TOTAL DISBURSEMENTS</b>	<b>\$15,350.00</b>
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**TITAN STUDENT UNION**  
**MAINFRAME COMPUTER LOUNGE**

**2008-09**

**INCOME**

1800-6000	Fees	\$54,783.00
1800-6032	Computer Services Income	16,500.00
1800-6035	Personnel Services Income	131.00

<b>TOTAL INCOME</b>	<b>\$71,414.00</b>
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**DISBURSEMENTS**

1800-	General Operations	
	8050 Supplies	8,147.00
	8051 Printing & Advertising	484.00
	8052 Communications	420.00
	8056 Repairs & Maintenance	300.00
	8069 Personnel Services, P.T.	40,751.00
	8169 Benefits, P.T.	822.00
	8074 Contracts/Fees/Rentals	19,215.00
	8079 Dues & Subscriptions	1,175.00
	8097 Contingency	100.00

<b>TOTAL DISBURSEMENTS</b>	<b>\$71,414.00</b>
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**TITAN STUDENT UNION**

**BOARD**

**2008-09**

**INCOME**

1900-6000 Fees \$66,743.00

**TOTAL INCOME \$66,743.00**

**DISBURSEMENTS**

1900- General Operations

8020 Student Leader Stipends 25,200.00  
8050 Supplies 8,030.00  
8051 Printing & Advertising 1,232.00  
8052 Communications 596.00  
8074 Contracts/Fees/Rentals 4,850.00  
8077 Travel 26,735.00  
8097 Contingency 100.00

**TOTAL DISBURSEMENTS \$66,743.00**

**TITAN STUDENT UNION**  
**PROGRAMMING SUPPORT**  
**2008-09**

**INCOME**

2000-6000	Fees	\$86,679.00
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<b>TOTAL INCOME</b>	<b>\$86,679.00</b>
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**DISBURSEMENTS**

2000-	General Operations	
	8050 Supplies	100.00
	8051 Printing & Advertising	40.00
	8074 Contracts/Fees/Rentals	86,439.00
	8097 Contingency	100.00

<b>TOTAL DISBURSEMENTS</b>	<b>\$86,679.00</b>
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**TITAN STUDENT UNION**  
**INFORMATION/SERVICES**

**2008-09**

**INCOME**

2100-6000	Fees	\$106,733.00
2100-6022	Miscellaneous Revenue	600.00
2100-6024	Copier Income	800.00
2100-6028	Movie Ticket Income	10,200.00
2100-6035	Personnel Services Income	90.00
2100-6038	Amusement Ticket Income	122,474.00
2100-6058	Sports Ticket Income	100.00
2100-6068	Fine Art Ticket Income	600.00
2100-6138	Discount Books	350.00
2100-6153	Goods	578.00
2100-6158	Ticket Stock Revenue	75.00
<b>TOTAL INCOME</b>		<b>\$242,600.00</b>

**DISBURSEMENTS**

2100-	General Operations	
	8050 Supplies	5,937.00
	8051 Printing & Advertising	6,992.00
	8052 Communications	2,488.00
	8056 Repairs & Maintenance	1,770.00
	8065 Personnel Services, F.T.	57,165.00
	8165 Benefits, F.T.	28,728.00
	8069 Personnel Services, P.T.	65,901.00
	8169 Benefits, P.T.	2,025.00
	8074 Contracts/Fees/Rentals	55,879.00
	8077 Travel/Staff Development	1,041.00
	8097 Contingency	100.00
2101-	Postal Operations	
	8050 Supplies	294.00
	8051 Printing & Advertising	394.00
	8052 Communications	84.00
	8069 Personnel Services, P.T.	8,122.00
	8169 Benefits, P.T.	344.00
	8074 Contracts/Fees/Rentals	1,051.00
	8097 Contingency	25.00
	8152 Postal Expense	4,260.00
<b>TOTAL DISBURSEMENTS</b>		<b>\$242,600.00</b>

# TITAN STUDENT UNION

## MARKETING & PUBLIC RELATIONS

2008-09

### INCOME

2300-6000	Fees	\$149,209.00
2300-6007	Service Chargebacks	100,451.00

<b>TOTAL INCOME</b>	<b>\$249,660.00</b>
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### DISBURSEMENTS

2300-	General Operations	
8050	Supplies	6,164.00
8051	Printing & Advertising	35,043.00
8052	Communications	1,164.00
8065	Personnel Services, F.T.	79,835.00
8165	Benefits, F.T.	36,814.00
8069	Personnel Services, P.T.	69,808.00
8169	Benefits, P.T.	3,204.00
8074	Contracts/Fees/Rentals	15,060.00
8077	Travel/Staff Development	2,268.00
8079	Dues & Subscriptions	200.00
8097	Contingency	100.00

<b>TOTAL DISBURSEMENTS</b>	<b>\$249,660.00</b>
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# TITAN STUDENT UNION

## OPERATIONS

2008-09

### INCOME

	General Operations	
2400-6000	Fees	\$972,318.00
2400-6007	Service Chargebacks	675.00
2400-6030	Equipment Rental	500.00
	Hospitality Services	
2404-6022	Miscellaneous Income	1,660.00
2404-6035	Personnel Services, P.T.	42,000.00

<b>TOTAL INCOME</b>	<b>\$1,017,153.00</b>
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### DISBURSEMENTS

2400-	General Operations	
	8050 Supplies	1,178.00
	8051 Printing & Advertising	60.00
	8052 Communications	1,095.00
	8065 Personnel Services, F.T.	100,710.00
	8165 Benefits, F.T.	52,315.00
	8077 Travel/Staff Development	3,143.00
	8097 Contingency	50.00
2401-	Associate Director's Office	
	8050 Supplies	1,024.00
	8051 Printing & Advertising	400.00
	8052 Communications	1,116.00
	8065 Personnel Services, F.T.	111,388.00
	8165 Benefits, F.T.	60,761.00
	8077 Travel/Staff Development	4,512.00
	8079 Dues & Subscriptions	850.00
	8097 Contingency	100.00
2402-	Audio Visual Services	
	8050 Supplies	9,463.00
	8051 Printing & Advertising	25.00
	8056 Repairs & Maintenance	3,300.00
	8097 Contingency	100.00

**DISBURSEMENTS (continued)**

2403-	Custodial and Logistics	
	8050 Supplies	65,706.00
	8069 Personnel Services, P.T.	61,202.00
	8169 Benefits, P.T.	4,869.00
	8074 Contracts/Fees/Rentals	330,664.00
	8097 Contingency	100.00
2404-	Hospitality Services	
	8050 Supplies	2,872.00
	8051 Printing & Advertising	350.00
	8052 Communications	500.00
	8056 Repairs & Maintenance	900.00
	8065 Personnel Services, F.T.	50,507.00
	8165 Benefits, F.T.	21,820.00
	8069 Personnel Services, P.T.	119,117.00
	8169 Benefits, P.T.	4,259.00
	8074 Contracts/Fees/Rentals	1,606.00
	8077 Travel/Staff Development	991.00
	8097 Contingency	100.00

<b>TOTAL DISBURSEMENTS</b>	<b>\$1,017,153.00</b>
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# TITAN STUDENT UNION

## TITAN RECREATION/STUDENT REC CENTER

2008-09

### INCOME

2500-	General Operations	
	6000 Fees	\$1,091,805.00
	6003 Locker Income	25,050.00
	6010 Merchandise Sales	7,885.00
	6025 Facility Rental	19,560.00
	6079 Registration Fees	155,200.00
2505-	Pool Operations	
	6025 Facility Rental	8,640.00
2506-	Rock Wall Operations	
	6025 Facility Rental	4,800.00
	6079 Registration Fees	9,000.00
	6218 Rock Wall Classes	7,200.00
2507-	Intramural Sports Program	
	6022 Miscellaneous Revenue	1,040.00
	6079 Registration Fees	10,260.00
2508-	Group Exercise/Instructional Program	
	6022 Miscellaneous Revenue	800.00
	6079 Registration Fees	21,440.00
2509-	Personal Training Program	
	6079 Registration Fees	51,900.00
2510-	Titan Youth Sports Camp	
	6010 Merchandise Sales	240.00
	6079 Registration Fees	123,700.00
2511-	Learn to Swim Program	
	6079 Registration Fees	62,900.00
2513-	Rock Wall Camp	
	6079 Registration Fees	22,320.00
2514-	Sports Performance Camp	
	6079 Registration Fees	17,400.00
2515-	Pre-Fitness Program	
	6079 Registration Fees	26,040.00
<b>TOTAL INCOME</b>		<b>\$1,667,180.00</b>

## DISBURSEMENTS

2500-	General Operations	
	8050 Supplies	62,639.00
	8051 Printing & Advertising	30,440.00
	8052 Communications	14,206.00
	8054 Merchandise for Resale	3,215.00
	8065 Personnel Services, F.T.	348,435.00
	8165 Benefits, F.T.	171,765.00
	8069 Personnel Services, P.T.	10,606.00
	8169 Benefits, P.T.	429.00
	8074 Contracts/Fees/Rentals	244,788.00
	8077 Travel/Staff Development	3,534.00
	8079 Dues & Subscriptions	1,725.00
	8097 Contingency	250.00
2501-	Building Operations	
	8050 Supplies	300.00
	8069 Personnel Services, P.T.	67,466.00
	8169 Benefits, P.T.	3,129.00
	8097 Contingency	250.00
2502-	Front Desk Operations	
	8050 Supplies	300.00
	8069 Personnel Services, P.T.	59,041.00
	8169 Benefits, P.T.	1,830.00
	8097 Contingency	250.00
2503-	Recreation Services	
	8050 Supplies	300.00
	8051 Printing & Advertising	2,800.00
	8069 Personnel Services, P.T.	47,884.00
	8169 Benefits, P.T.	1,753.00
	8097 Contingency	250.00
2504-	Cardio/Weight Room Operations	
	8050 Supplies	185.00
	8051 Printing & Advertising	25.00
	8052 Communications	10.00
	8056 Repairs & Maintenance	200.00
	8069 Personnel Services, P.T.	89,482.00
	8169 Benefits, P.T.	4,631.00
	8097 Contingency	250.00
2505-	Pool Operations	
	8050 Supplies	12,771.00
	8051 Printing & Advertising	525.00
	8052 Communications	10.00

**DISBURSEMENTS (continued)**

2505-	Pool Operations (continued)	
	8056 Repairs & Maintenance	100.00
	8069 Personnel Services, P.T.	58,240.00
	8169 Benefits, P.T.	3,749.00
	8074 Contracts/Fees/Rentals	300.00
	8097 Contingency	250.00
2506-	Rock Wall Operations	
	8050 Supplies	250.00
	8051 Printing & Advertising	550.00
	8056 Repairs & Maintenance	250.00
	8069 Personnel Services, P.T.	46,270.00
	8169 Benefits, P.T.	3,021.00
	8079 Dues & Subscriptions	300.00
	8097 Contingency	250.00
2507-	Intramural Sports Program	
	8050 Supplies	5,010.00
	8051 Printing & Advertising	2,750.00
	8052 Communications	75.00
	8069 Personnel Services, P.T.	50,811.00
	8169 Benefits, P.T.	2,186.00
	8074 Contracts/Fees/Rentals	3,820.00
	8077 Travel/Staff Development	2,012.00
	8084 Insurance	11,000.00
	8097 Contingency	250.00
2508-	Group Exercise/Instructional Programs	
	8050 Supplies	500.00
	8051 Printing & Advertising	825.00
	8052 Communications	10.00
	8056 Repairs & Maintenance	250.00
	8069 Personnel Services, P.T.	57,521.00
	8169 Benefits, P.T.	1,742.00
	8097 Contingency	250.00
2509-	Personal Training	
	8050 Supplies	460.00
	8051 Printing & Advertising	550.00
	8052 Communications	10.00
	8069 Personnel Services, P.T.	35,352.00
	8169 Benefits, P.T.	2,040.00
	8079 Dues & Subscriptions	120.00
	8097 Contingency	250.00

## DISBURSEMENTS (continued)

2510-	Titan Youth Sports Camp	
	8050 Supplies	8,569.00
	8051 Printing & Advertising	1,650.00
	8052 Communications	430.00
	8054 Merchandise for Resale	144.00
	8069 Personnel Services, P.T.	46,299.00
	8169 Benefits, P.T.	4,584.00
	8074 Contracts/Fees/Rentals	31,528.00
	8084 Insurance	2,110.00
	8097 Contingency	250.00
2511-	Learn to Swim Program	
	8050 Supplies	725.00
	8051 Printing & Advertising	1,916.00
	8052 Communications	20.00
	8069 Personnel Services, P.T.	27,635.00
	8169 Benefits, P.T.	3,289.00
	8074 Contracts/Fees/Rentals	2,190.00
	8084 Insurance	2,520.00
	8097 Contingency	250.00
2512-	Special Events	
	8050 Supplies	3,150.00
	8051 Printing & Advertising	1,790.00
	8069 Personnel Services, P.T.	14,582.00
	8169 Benefits, P.T.	1,157.00
	8074 Contracts/Fees/Rentals	11,000.00
	8097 Contingency	1,000.00
2513-	Rock Wall Camp	
	8050 Supplies	100.00
	8051 Printing & Advertising	2,257.00
	8052 Communications	10.00
	8069 Personnel Services, P.T.	7,272.00
	8169 Benefits, P.T.	865.00
	8084 Insurance	408.00
	8097 Contingency	100.00
2514-	Sport Performance Camp	
	8050 Supplies	172.00
	8051 Printing & Advertising	2,303.00
	8052 Communications	10.00
	8069 Personnel Services, P.T.	4,139.00
	8169 Benefits, P.T.	493.00
	8084 Insurance	111.00
	8097 Contingency	100.00

**DISBURSEMENTS (continued)**

2515-	Pre-Fitness Program	
	8050 Supplies	200.00
	8051 Printing & Advertising	1,905.00
	8052 Communications	10.00
	8069 Personnel Services, P.T.	1,020.00
	8169 Benefits, P.T.	102.00
	8084 Insurance	1,717.00
	8097 Contingency	100.00

<b>TOTAL DISBURSEMENTS</b>	<b>\$1,667,180.00</b>
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