



Century College Policy

5.14.5.2 Expenditures of Student Activities Funds

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The Student Activity Account will be maintained by the Business Office to account for the Funds deposited for student use. The funds derive from the following sources: student activity fees, profits from auxiliary enterprise, gifts from outside organizations, and profits from events organized by the students. The College is not obligated to pay for purchases made without using the process described below.

The Student Activity fees shall be deposited into their own account.

Profits from auxiliary enterprise, gifts from outside organizations and profits from events organized by students shall be deposited into the College's local account. The Associate Dean of Student Life shall determine the account for depositing these funds.

Expenditures from funds deposited into the College's local account shall be consistent with the organization's purpose and shall not violate the College's or Minnesota State Colleges and Universities Board policies.

Students and advisors of student clubs and organizations are required to use the following procedure in spending student activity funds.

1. Complete a purchasing requisition form and forward to the Associate Dean of Student Life.
2. The Associate Dean of Student Life will approve or disapprove the request.
3. Approved requests should be forwarded to the Business Office for issuance of a purchase order.
4. Invoices shall be approved by individual ordering the item and processed for payment by the Business Office.

References:

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