

## **BUDGET LINE-OF AUTHORITY**

### **A. BUDGET AUTHORITY**

In order to maintain and keep in order the financial records of the Associated Students, each program/organization shall have a Budget Authority.

### **B. BUDGET AUTHORITY STATUS**

1. Budget Authority status is granted through the official job description.
2. In certain cases where a vacancy exists, either temporarily or for an extended period of time, the Business Director shall retain the power to appoint interim Budget Authorities.
3. Special Circumstances

More than one Budget Authority for a budget.

### **C. BUSINESS DIRECTOR NOT AVAILABLE**

If the Business Director is not available, the Secretary/Treasurer of the Associated Students Board of Directors becomes the Organizational Budget Authority and retains all responsibilities, duties and signatory powers that would be those of the Business Director.

In the event that the Secretary/Treasurer of the Associated Students Board of Directors is not available, the Organizational Budget Authority power is vested in one of two other individuals.

- 1) President of the Associated Students
- 2) Director of the Viking Union

### **D. BOARD OF DIRECTORS ACCOUNTS**

In dealing with the largest discretionary organizational budget, certain regulations shall apply as far as Budget Authority powers are concerned.

- a. In the event that the Associated Students President is unavailable, the signatory powers of that individual revert to the Associated Students Secretary/Treasurer. If the Secretary/Treasurer is unavailable, the signatory powers are transferred to the Director of the Viking Union.

Viking Union/Student Activities/Associated Students  
Policies & Procedures

- b. In most cases, it is the policy of preference that a memo be drafted to make note of who will be the acting Budget Authority for special circumstances. However, this policy shall take precedent if no special instructions have been noted previously.

**Interpretation and Enforcement:** A.S. Board, A.S. Personnel Director

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Approved By: A.S. Board of Directors

Date Approved: 02/23/94

Organization: Associated Students

***\*currently under review***