

ASSOCIATED STUDENTS TRANSFER

This policy shall be applicable to all Associated Students clubs, programs, and organizations. It shall cover transfers within a budget, transfers from other sources to any Associated Students budget, and transfers from any Associated Students budget.

A REGULATIONS

1. Groups are to transfer money, by completing a Transfer Of Funds Authorization Form. No council approval is necessary unless the Business Director or council chairperson deem it necessary to submit the transfer to the appropriate council.
2. Money may be spent in categories where insufficient money exists provided that the total budget, less salaries and encumbrances, does not fall below zero dollars.
3. No transfer from salary/wages categories will be allowed without Associated Students Board approval.

Interpretation and Enforcement: Business Director

TRANSFER.POL

Approved By: A.S. Board of Directors

Date Approved: 11/16/81

Revised: 01/91

Organization: Associated Students