

Procedure

Procedure # 5.12

Effective Date: May 28, 2008

<p><i>(Impact Area - Dept Name)</i></p> <p>Students</p>	<p><i>(General Subject Area)</i></p> <p>Student Activity Fee Funds</p>	<p><i>(Specific Subject Area)</i></p>
	<p>Author:</p>	<p>Supersedes Procedure #</p>
<p>Relates to Policy #</p> <p>5.12</p>	<p>Impact:</p>	
<p>Legal Citation (if any):</p>		
<p><i>North Idaho College</i></p>		

Procedure Narrative

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PROCEDURES FOR EXPENDING STUDENT SPECIAL FEES

1. The Student Board of the Associated Students of North Idaho College shall prepare an annual budget which, if requested, will then be submitted to the Senate Committee on Student Affairs for review. After review by such committee, if requested, or if not so requested, after preparation the same shall be submitted for final approval to the board of trustees of North Idaho College.
2. All requested budgetary changes shall be submitted in the same manner.
3. No expenditures from the student activities fee fund shall be made without the same having been recommended by the Student Board of the Associated Students of North Idaho College and approved by the board of trustees.
4. The director of auxiliary services shall be responsible for maintaining all financial records, approving purchase orders, managing investments, and issuing all checks relating to the student activity fee fund.