

**UNIVERSITY OF COLORADO**  
**STUDENT FEE REGULATIONS**

**Revised 9/26/07 – Amended by 67LCB12 - SFR Revision**

**1.0 DEFINITIONS**

1.1 Purpose

The purpose of the Student Fee Regulations is to provide a single document with fiscal rules for all University of Colorado Student Union (UCSU) areas and student groups funded by mandatory or optional student fees to follow in all financial matters. All other Legislative Branch Bylaws or Guidelines (Joint Boards, Student Group Funding Board, Legislative Branch) should be in accordance with the Student Fee Regulations and can only include additional restrictions specific to that area and may include no exceptions to this document.

1.2 State Law

The student fees are considered state funds. The state fiscal rules, procurement policies, University of Colorado Accounting Office policies, and Procedures and Guidelines for use of University Facilities apply to student fee expenditures. Any student fee regulation within this document which has this symbol ♦ has been written in accordance with state laws or other policies which supersede the regulations in all matters. Regulations with this symbol may not be changed.

1.3 Responsibility

It is the responsibility of all individuals having authority to appropriate or spend student fee monies to be aware of these rules, and to comply with them, and to ensure they are enforced. These especially, but not exclusively, include the Executives, President of Legislative Council, Finance Director, Joint Board Chairs and voting members, Assistant Finance Director, SGFB Chair, the individual Council of Colleges and Schools Representatives and Representatives-at-Large, and officers of the individual College and Schools student government bodies.

1.4 Student Fees

1.4.1 Mandatory

Mandatory student fees are defined as monies which are automatically assessed to all students as a condition of enrollment. Fees will be allocated by UCSU as approved by the Board of Regents for designated areas as represented in the student fee package.

#### 1.4.2 Optional

Optional student fees are defined as monies that are voluntarily contributed by students in support of a specific purpose. Club Sports are supported by optional student fees but are required to follow these Student Fee Regulations.

### 1.5 UCSU Administration

1.5.1 UCSU officials are any students holding an elected or appointed UCSU position as listed in Article 1.D of the UCSU Constitution. These include but are not limited to Executives, President of Legislative Council, Finance Director, Assistant Finance Director, Joint Board Chairs and voting members, SGFB Chair, Executive Staff members, the individual Council of Colleges and Schools Representatives, Representatives-at-large, and officers of the individual College and Schools student government bodies.

1.5.2 UCSU Proper is defined as a specific cost center encompassing the Executive, Judicial and Legislative Branches

1.5.3 The Legislative Council shall prepare an annual budget for its discretionary account, Joint Board Chair salaries and non-classified staff and officer salaries of the Legislative Branch

1.5.3.A This annual budget shall be approved during the annual budget process by the Finance Board and the Legislative Council.

## 2.0 **PRINCIPALS AND GENERAL POLICIES**

### 2.1 Policy Decisions

2.1.1 The UCSU is the body charged with making policy decisions expenditures, assessments and distribution of student fee monies. For that reason, any student (including the Executive(s)) or student organization seeking a decision on an area of student fee concern must initiate such an action through the appropriate body of UCSU.

2.1.2 The President of Legislative Council is responsible for ensuring that no student group proposals are funded that are in conflict with any policies of the UCSU. To this end, SOFO is not to allocate any student fee money for any student group funding proposal without the signature of the President of Legislative Council indicating that said proposal is not in conflict with any regulation of the UCSU.

2.1.2.A Should a student group wish to obtain funding for a project that is in conflict with either these Regulations or the UCSU By-laws, that group may, with sponsorship from a member of the Legislative Council to suspend the regulation in conflict (only the UCSU By-Laws, Student Fee Regulations, the UCSU Election Code, the UCSU Standing Rules, and Roberts Rules of Order may be suspended by Legislative Council). Should such a motion pass, the President of Legislative Council must record the motion on the funding proposal and affix his/her signature affirming that the proposal has been approved as written.

2.1.2.B This provision does not provide any kind of discretionary veto to the President of Legislative Council. Should the President of Legislative Council decide not to sign a funding proposal, notice of specific violations must be provided to the group seeking funding. An opportunity to correct the proposal shall then be provided to the group within two weeks of the passage of the bill. If this does not occur within the time specified, the group seeking funding may present a case to the Appellate court.

2.1.3 All chairs (or an appointee) of student fee funding bodies are encouraged to attend weekly funding policy meetings where they will discuss the funding situation and resolve any problems regarding student groups and availability of funding. Attendance at the meeting is required for the Chair (or an appointee) of any funding body hearing a proposal that week.

## 2.2 Appropriate Uses of Fees

2.2.1 The fees must be used in support of programs and activities open to the whole student body and benefiting the maximum number of students possible. They must benefit the student body directly through these programs and activities or through the support of UCSU cost center operations.

2.2.2 As public funds, student fees must be managed in compliance with the existing University policies.

## 2.3 Inappropriate Uses of Student Fees

### 2.3.1. ♦Discrimination

2.3.1.A The fees may not be used in support of any groups which systematically exclude from participation any student on the basis of religion, race, ethnicity, nationality, creed, sexual orientation, marital status, age, gender, political affiliation and/or physical disability.

2.3.1.B Honor societies that discriminate on the basis of G.P.A., academic achievement, class standing, and fraternities and sororities or any groups which do not have membership open to all students may be funded only for events they sponsor which are on campus, free, and open to the public. Any of the above groups that receive student fee monies and violate this regulation shall have funding privileges revoked for a period of one year from the date of passage of the funding bill.

2.3.1.C Competitive groups will receive student fee monies under the agreement that secondary teams or groups will be created for those students that do not qualify for the main team. As many groups as possible will be created to fulfill the need, until facility space has been exhausted.

### 2.3.2 ♦Political

2.3.2.A Fees may not be used in support of or opposition to political candidates, political parties, and ballot issues or for programs related to political campaigning. Requests for student fee support of partisan political activities will not be entertained. Political organizations, being those organizations that are generally regarded as a part of a political party, may be funded only for activities not related to their political functions. Fees may be used to provide a forum for open discussion of political issues. Fees may also be used to lobby for political issues which are directly within UCSU's areas of official concern,

i.e. educational funding, financial aid, or student life. This definition covers all areas from the local to the federal level.

### 2.3.3 Balance

2.3.3.A Balance should be attempted when considering all funding proposals. Balance includes all perspectives (not limited to liberal/conservative, male/female, straight/lesbian-bisexual-gay, etc.)

2.3.3.A.i The funding source will attempt not to fund proposals for events scheduled elsewhere in the area, unless it provides a unique opportunity to the campus.

2.3.3.A.ii Funded events should provide variety, and appeal to the broadest spectrum of student interests.

2.3.3.A.iii Students should not be denied the opportunity to equal access to fee fund so that they can advocate positions with which they agree. Thus, you cannot fund one group with certain views and refuse to fund another group with opposing views.

### 2.3.4 Event Accessibility

2.3.4.A All student fee-funded events must be held on the CU-Boulder Campus.

2.3.4.A.i In rare circumstances, the President of Legislative Council, the Speaker of Representative Council, the Speaker of the Council of Colleges and Schools or the Chair of the Cultural Events Board may waive this provision for a particular event deemed to be beneficial for all students.

2.3.4.B All student fee-funded events must be open to all students.

2.3.4.C All student fee-funded event must be adequately advertised to the entire campus. Posters and/or flyers

must be posted/distributed in areas throughout campus.

2.3.4.D All student fee-funded events must be accessible to the physically handicapped.

2.3.4.D.i UCSU shall provide American Sign Language (ASL) interpretation for all student fee-funded events given a 48-hour notice. The Chair of the funding body may write additional expenditures to event budgets for this purpose.

### 2.3.5 ♦Luxury Items

2.3.5.A Luxury items shall not be purchased with student fees. These include but are not limited to:

2.3.5.A.i Any items of a personal nature, whether given as a gift to a guest, or bought for the use of a UCSU official (for example, flowers). This provision is exempt in cases pertaining to section 9.2.2.E.

2.3.5.A.ii Any expenditure for an item of a decorative nature, unless a permanent acquisition for facilities or upkeep and maintenance.

2.3.5.B Exception must be approved in advance by the Finance Board Chair. Exceptions will be made only if an item increases efficiency to the point where it can no longer be considered a luxury.

### 2.3.6 Academic Activities

Requests to provide student fee support for an activity for which academic credit is given or to academic or institutional research will not be considered on the grounds that the sources of funding should properly be academic.

### 2.3.7 Loans

Loans will not be made.

### 2.3.8 ♦Religion

Student fees shall not be used in aid of any church or sectarian society, or for any sectarian purpose, or to help support or sustain any student group, school, academy, seminary, college, university or other literary or scientific institution controlled by any church or sectarian denomination.

## 2.4 Double Funding

2.4.1 For any single event or purpose, student groups will not receive funding from more than two mandatory student fee sources.

2.4.1.A These include: Student Group Funding Board, Legislative Council, Representative Council, the Council of Colleges and Schools, Arts and Sciences Student Government, and other Local Schools Governments.

2.4.1.A.i Operational allocations are not counted towards single event or purpose funding. If a group receives funding from SGFB for operational and event funding, the event funding portion of their allocation will count as one of the funding sources, per event. The operational allocation will not.

2.4.2 If a student Group is seeking funding from two sources, each proposal must include a written statement that the group is seeking funding from another named funding source and the dollar amount the group intend to request. This written statement must also be included with any approved funding request submitted to the SOFO.

## 2.5 Equal Access

A group cannot be denied funding based solely on the point of view of the group.

## 3.0 GENERAL RESPONSIBILITIES

### 3.1 UCSU Executives

The Executives have the responsibility, along with the Finance Director, to ensure that the Executive Staff members operate within these regulations. The Executives maintain veto power over the annual

mandatory student fee budget, and are responsible for presenting the budget to the Board of Regents after its passage by Legislative Council.

### 3.2 Finance Board Chair

The Finance Board Chair, along with the Executives, is directly responsible for overseeing student fee monies. Along with the Director of SOFO, the Finance Board Chair is responsible for maintaining close and competent supervision of the Student Fee accounts. Finance Board Chair acts as the financial advisor to the Executives, ensures compliance with these regulations, and makes recommendations to Legislative Council on the annual budget.

### 3.3 Finance Board Vice Chair

The Finance Board Vice Chair will work with the Finance Board Chair in overseeing student fee monies. The Finance Board Vice Chair, as a member of the SGFB, will serve as the financial advisor for SGFB and ensure compliance with all regulations.

### 3.4 Student Organizations Finance Office (SOFO)

3.4.1 The SOFO is responsible for monitoring expenditures of student fee monies and for reporting perceived violations of these regulations to the appropriate authority (Section 5.1.2). If the SOFO suspects that a request to spend student fee monies violates any regulations, the SOFO will not process that expenditure until the appropriate authority has reviewed the circumstances and determined the action to be taken.

3.4.2 The SOFO has a responsibility to educate and guide student groups in regard to fiscal regulations. The Director of SOFO has the responsibility of meeting each spring with the new and outgoing Executive, Finance Director, to review the fiscal regulations and responsibilities of UCSU. The Assistant to the Vice Chancellor for Student Affairs should also be included if the individual so desires.

## 4.0 **EXPENDITURE CONTROLS**

### 4.1 Authorization

- 4.1.1 Approval for expenditures from any UCSU Proper account is granted by an Expenditure Request Form. This form must be approved by two Executives, the Finance Director and one Executive, or the office manager when delegated the authority by the Executives.
- 4.1.2 Mandatory and optional fee funded student groups may authorize a maximum of **THREE** students to sign purchasing documents. For SGFB funded groups only, one of these signers may be a non-student per SGFB Guidelines. Only these persons will be allowed to make student fee purchases. AN individual may be authorized to sign on only ONE student fee funded account at any one time.

## 4.2 Purchasing Documents

### 4.2.1 ♦ Interdepartmental Order and Invoice (IN)

An IN must be completed in advance by anyone desiring to make an on-campus purchase with student fee monies. After proper approval from the account signer is obtained, the Student Organizations Finance Office must officially prepare the IN.

### 4.2.2 ♦ Departmental Purchase Orders (DPO's) and Purchase Orders (POs)

4.2.2.A DPO's are required for off-campus purchases under \$4500. These must be obtained in advance from the SOFO.

4.2.2.B Off campus purchases in excess of \$4500 must be processed through the Procurement Service Center . The first step is to take all specifications of the purchase to the SOFO. Allow at least one month when making off-campus purchases in excess of \$4500.

### 4.2.3 ♦ Standing Purchase Order (SPOs)

An SPO may exist with some vendors. The SOFO administrates purchasing on these standing orders. Obtain the proper approval from your funding source and then go to the SOFO to get the proper documentation to use these orders. A receipt or invoice must be returned to the SOFO after purchases are made.

### 4.2.4 Procurement CARDS

Purchasing may also be done through the use of the SOFO procurement card when less than \$4500.

#### 4.2.5 ♦ Reimbursements

Reimbursements will not be given unless an itemized receipt of payment is presented to SOFO.

### 4.3 Financial Reports

4.3.1 All SGFB funded groups shall be required to submit financial reports at the discretion of SGFB.

## 5.0 **APPROPRIATE ACTIONS FOR VIOLATIONS**

### 5.1 Definitions

5.1.1 A violation is any action that disregards any of these regulations.

5.1.2 The appropriate authorities to review the violation include individuals who have been delegated to administer student fee monies; UCSU Finance Board Chair, UCSU Executives, Legislative Council President of Legislative Council, and the respective Chairs of the Council of Colleges and Schools, Representative Council individual colleges and schools, SGFB and Joint Boards.

### 5.2 Temporary Actions

A Student Group's account may be frozen as set forth in this section

5.2.1 The Finance Board Chair and Legislative Council President have the authority to freeze an account if both agree that a group is in violation of an SFR, Bylaw, or SOFO procedure.

5.2.2 The Finance Board has the authority to freeze an account with a motion and majority vote if they believe that a group is in violation of an SFR, Bylaw, or SOFO procedure.

5.2.3 SOFO may freeze an account if they believe that a group is in violation of an SFR, Bylaw, or SOFO procedure.

5.2.4 Notice

In the event an account is frozen, SOFO shall notify the affected group(s) of their current account status and inform

the affected group of the reason(s) for freezing the account(s).

#### 5.2.5 Appeals

5.2.5.A. In the event a Student Group's account has been frozen, a financial representative of the affected Student Group may appeal the action by appearing before the Legislative Council.

5.2.5.B. After hearing the financial representative of the affected Student Group, the Legislative Council shall vote on whether to overturn the decision to freeze the account.

5.2.6 SOFO shall unfreeze the Student Group's account upon (a) SOFO's determination that the Student Group is no longer in violation of an SFR, Bylaw, or SOFO Procedure; or (b) SOFO's receipt of notice that the Legislative Council decided to unfreeze the account by a majority vote pursuant to Section 5.2.5(b).

### 5.3 Sanctions

5.3.1 After the appropriate authority (as listed in 5.1.2) has determined that a violation of the regulations has occurred, various sanctions are permissible.

5.3.2 Illegal expenditures will not be reimbursed by the organization found to be in violation of these regulations.

5.3.3 The Director of the Student Organizations Finance Office is authorized to confiscate any unauthorized purchases.

5.3.4 The UCSU Legislative council or appropriate funding body may elect to eliminate current or future funding for the organization which is in violation of these regulations.

### 6.0 **TRAVEL**

All travel must be approved by the SOFO in advance, regardless of the on-campus funding source. All groups traveling on any Student Fee Money must fill out the Student Group Travel Funding Request Form at the SOFO office prior to obtaining any funding for the trip.

#### 6.1 ♦ Purpose and Responsibility

### 6.1.1 Purpose

The purpose of this travel rule is to set forth policies and procedures for travel and reimbursement of travel expenses.

### 6.1.2 Use of Public Funds

This section is in compliance with the State of Colorado Fiscal Rules (Chapter 1, Section 1-1.5), University travel policies, and the UCSU Constitution.

### 6.1.3 Responsibility

It is the responsibility of the appropriate authority (Section 5.1.2) to ensure compliance with these procedures. All individuals or groups intending to travel funded by student fees must read and follow these regulations.

## 6.2 Applicability And Definitions

### 6.2.1. Applicability

These regulations apply to all elected and appointed officials of the UCSU, and to all students whose travel expenses are reimbursed by mandatory or optional student fee monies.

### 6.2.2 Definitions

6.2.2.A In-state Travel is to areas within the state of Colorado and to the immediate area outside the state as a necessary part of an otherwise "in-state" trip.

6.2.2.B Out of State Travel is to a state other than Colorado.

6.2.2.C No Student Fees will be used to sponsor Out of Country Travel, except to Canada, Mexico, and U.S. Territories.

6.2.2.D Transportation is any travel by commercial airlines, railroad, buses, state owned or Commercial leased vehicles, personally owned automobiles or airplanes or other means of conveyance.

6.2.2.E Appropriate funding source is the body which has been delegated to the authority to approve specified matters related to travel.

- 6.2.2.F UCSU Officials are any students holding elected or appointed UCSU positions, including member of local school governments as listed in Article 1.D of the Constitution.
- 6.2.2.G Student Group is any organization having an account in the SOFO.
- 6.2.2.H Traveler is any student or state employee traveling in or out of state.

### 6.3 Travel Policies

#### 6.3.1 ♦Travel Arrangements

All travelers are required to contact the SOFO prior to seeking funding for consultation for all travel arrangements. Travel arrangements include all air, lodging, food and ground transportation costs.

The most economical available transportation which will satisfactorily accomplish the state's business must be used.

#### 6.3.2 ♦Justification for UCSU Travel

It is the responsibility of the traveler and the approving authority to assure that all travel paid for with student fee monies is accomplished for the benefit of the student body (in accordance with Section 2) and that such travel is completed at the most reasonable cost.

#### 6.3.3 Prior Authority to Travel

- 6.3.3.A ♦In-State Travel by UCSU Officials or Employees. Prior authorization by the appropriate funding source is required for in-state travel. All UCSU officials or employees should request travel expenses in their fiscal year budget. If a need arises after the budget has been approved, the individuals should request an emergency allocation from the UCSU Legislative Council or the appropriate funding source.
- 6.3.3.B ♦Out-of-State Travel for UCSU Officials or Employees. The appropriate funding source is responsible for granting prior authorization for all out of state travel for UCSU officials or employees. This

item should be approved in the fiscal year budget. If a need arises, after the budget has been approved, the individuals should request an emergency allocation from the UCSU Legislative Council or the appropriate funding source.

6.3.3.C Travel By Student Groups. All travel expenditures must be approved in advance by the appropriate funding source. All groups MUST consult with the SOFO prior to seeking funding. The SOFO must also be contacted in advance of the travel in order to make travel arrangements through the appropriate agencies. Trips funded by SGFB or Referendum shall be exempt from this regulation as many groups will need to travel to more than one competition out of the state.

6.3.3.C.i ♦ All travel requests must include goals and purposes of the trip in addition to financial data and costs.

6.3.3.C.ii Each student group will be allocated a maximum of ONE out of state trip per semester. Legislative Council should ensure equal access to as many student groups as possible for travel.

6.3.3.C.iii Allocations for out-of-state travel shall include only transportation, lodging, and/or registration fees. Allocation for meals shall not be provided.

6.3.3.C.iv The maximum allocation for any trip shall be \$1200. Use of motor pool vehicles shall be encouraged for out of state travel.

♦6.3.3.C.v The group traveling must contact the SOFO with all receipts within 10 calendar days of return from the trip.

6.3.3.C.vi If the reimbursable amount of the funded travel is not received by SOFO within 60 days, it may be placed on the traveler's University financial record and the travel amount may be reported to the IRS as income for that individual.

- 6.3.3.C.vii All out of state travel request shall be submitted to the appropriate Legislative body for two readings, or in the case of an emergency, Special Order if processing time permits.
- 6.3.3.C.viii Travel by UCSU Proper personnel on UCSU business shall be exempt from certain provisions in this Section.
- 6.3.3.D No Student Fees will be used to sponsor Out of Country Travel, except to Canada, Mexico, and U.S. Territories.

#### 6.3.4 Use of University Automobiles

##### 6.3.4.A ♦ Principles for Use of Motor Pool Vehicles

- 6.3.4.A.a Student groups engaged in non-instructional programs may check out University vehicles in carrying out official University business.
- 6.3.4.A.b Final approval for vehicle use rests with the Director of SOFO.

##### 6.3.4.B Procedures

- 6.3.4.B.a Prior to renting a University vehicle, the driver must meet all motor vehicle pool regulations.
- 6.3.4.B.b Each group that has been funded for in-state or out –of-state travel must obtain a Motor Pool Use Form and a Travel Authorization Form from the SOFO (for Out of State travel only). These forms must be completed by each member of the group who intends to drive a Motor Pool vehicle and/or travel with the group. The Motor Pool Use Form must be approved by the UCSU Executives and checked for authenticity of names and student numbers by the SOFO. After approval by the Director of the SOFO, the form will remain in that office for their records. Once the form is filed, any group planning to use a vehicle must provide UCSU with the following information in writing at least one week prior to any planned trip; destination

and exact address, number of trips to be made, number of vehicles to be used, name of driver and purpose of the trip.

6.3.4.B.c In addition to the regulations stated above, Transportation Center rules will apply to the use of Motor Pool vehicles

### 6.3.5 ♦ Use of Privately Owned Automobile

The reimbursement mileage rate shall not exceed that provided by state Fiscal Rules. Reimbursement is allowable for the mileage traveled from office to destination.

#### 6.3.5.A Travel Reimbursement

Travel reimbursement for use of a privately owned vehicle may be allowed for travel to events pertaining to official university business. Reimbursement may be achieved on the following basis:

6.3.5.A.a Twenty-four hours before an intended trip, the student group or UCSU official traveling shall obtain approval, or reimbursement will not take place. Prior to approval, the designate driver must demonstrate proof of current, adequate insurance to protect the passengers or complete the necessary waiver form with the SOFO.

6.3.5.A.b The appropriate funding source is responsible for authorizing travel reimbursement.

### 6.3.6 Exclusionary Groups

Travel expenses for exclusionary student groups will not be funded.

## 7.0 **PAYROLL**

### 7.1 Authority to Establish Pay Levels

Levels of compensation for UCSU positions shall be established by the Legislative Council in reviewing the UCSU Proper budget.

### 7.2 Limits of Pay for UCSU Employees

No UCSU employee shall be paid for performing two jobs within UCSU at any one time whether classified, unclassified, or contractual.

7.3     ◆ Appointment of Classified and Unclassified Staff

The Director of the SOFO under the guidance of the UCSU Executives in conjunction with the Vice Chancellor for Student Affairs shall have the authority to hire all classified and unclassified staff. All classified and unclassified personnel appointments will be made in accordance with university search procedures.

8.0     **ADVERTISING AND MAILINGS**

8.1     Policies

8.1.1    Advertisements or mailings of a political nature may not be paid for with mandatory student fee monies. The advertisement may not be discriminatory nor advertise an event or opportunity that discriminates on the basis of religion, race, ethnicity, nationality, creed, sexual orientation, marital status, age, gender, and/or physical disability. No advertisement may promote personal gain for individuals or companies.

8.1.2    The fees may not be expended to advertise an event, which is not open to all students. All ads must display a UCSU logo and the logo of the appropriate funding sources.

8.2     Procedures

8.2.1    ◆ UCSU Advertising

The Public Relations Director has the responsibility for making the advertisement and running the advertisement. The Public Relations Director should ensure that the expenditure is appropriate and necessary.

8.2.2    Student Groups, Special Accounts or Projects

Requiring an advertisement must prepare and obtain an IN personally through the contact for the appropriate funding source (Section 6).

9.0     **OFFICIAL FUNCTIONS**

9.1     Definitions

For the purpose of these regulations, official functions shall be defined as any event, meeting or other assembly regardless of size.

## 9.2 Allowable Expenditures

### 9.2.1 Official Function Form

An official function form must be completed at the Student Organizations Finance Office, UMC 231, before any purchasing documentation is obtained.

### 9.2.2 The following are general expenditures which qualify as official functions:

9.2.2.A Meals for Guests—The cost of meals purchased for one or more non-university representatives who are guests visiting an area on official business is not an official function. However, when meals are eaten with the guests by the host, this qualifies as an official function. The number of UCSU officials or student group members at such functions shall be decided upon at the funding hearing by the appropriate funding body, and include only those directly concerned with the purpose and conduit of the event.

9.2.2.B Luncheons, Banquets, etc. –Luncheons, dinners, receptions, and banquets given as a necessary adjunct to official meetings, conferences, or events qualify as official functions. Expenditures for UCSU officials and student group members at such functions shall be kept to a minimum and include only those directly concerned with the purpose and conduct of the event.

9.2.2.C Decorations will be allowed only when they are essential to the purpose of the function, e.g., props for a play or cultural demonstration.

9.2.2.D Payment for Allowable Expenditures.

9.2.2.D.i Food Expenditures Proper documentation such as an IN, DPO or PO for official function food expenditures must be obtained in advance.

9.2.2.D.ii Meeting Room Expenditures. Purchasing documentation such as an In, DPO or PO for

official function meeting expenditures must be obtained in advance

9.2.2.D.iii All official function costs should be researched in order to find the lowest cost available.

9.2.2.E Although they should be avoided when possible, gifts may take the place of payment. Personal gifts are considered an allowable expenditure upon approval by the appropriate funding body.

9.2.2.E.i All gifts purchased with student fee allocations must comply with the University of Colorado Procurement Service Center Procedural Statement.

### 9.3 Non-Allowable Expenditures

9.3.1 The following are expenditures which will not be paid for by student fees:

9.3.1.A Alcoholic beverages and their serving, as well as accessories to be used solely with/for alcoholic beverages.

◆9.3.1.B Pictures taken for personal use.

9.3.1.C Non-essential decorations and flowers.

## 10.0 REVIEW

These regulations are to be reviewed at least once a year by a committee chaired by a designee of Legislative Council. These regulations are to be submitted to Legislative Council for approval, whether they are to be amended or not. All amendments must be approved individually.

## 11.0 SUSPENSIONS

11.1 In rare cases, suspension of these regulations may be made by a 2/3 vote of the entire Legislative Council.

11.2 Suspensions for each infraction of the regulations must be approved individually.