



# ADMINISTRATIVE PROCEDURES

No. 517.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## STUDENT CLUBS AND ORGANIZATIONS PROCEDURES

1. All club fiscal accounts must be maintained in the Student Activity Account. Student organizations, which are not defined as a club, are not entitled to maintain a college account and issue purchase orders but must complete and file travel requests as stated below.
2. All clubs must have on file in the Business Office (1) a copy of the approved club bylaws/constitution; (2) a copy of the minutes designating officers; and (3) their authorization to approve expenditures.
3. To use club funds, a purchase order or travel request must be submitted to the Business Office. These documents must be signed by the club authorized officer, the club advisor, and the appropriate administrator. A Voluntary Excursion/Field Trip Waiver and Medical Authorization Form must be completed by each student traveling and be submitted with the Travel Request.
4. The Purchase Order, after processing in the Business Office, will be sent to the vendor with a copy to the club. Upon receipt of goods or services, the authorized club officer shall sign and return a copy of the purchase order stating that the goods were received. Upon receipt of signed purchase order and the invoice from the vendor, a check will be issued from the Student Activity Account in payment.
5. Travel Requests, after being processed in the Business Office, will be assigned a trip number officially authorizing the trip. No travel may take place without an authorized travel request form. Upon completion of travel, an expense claim must be filed within 10 days. This should be completed by the traveler and approved by the advisor and the Dean of Student Services prior to being sent to the Business Office. After processing in the Business Office, a check will be prepared in payment of the expenses.
6. The Vice President of Education and Student Services, or designee, shall monitor and approve all student fundraising activities to be consistent with Board Policy and Procedures and with District auditing procedures.

Reference: Ed Code Sections 76060 and 76062

Adopted: December 1, 1982  
Revised: April 10, 2002, May 1, 2007, November 29, 2012