



RULES AND REGULATIONS GOVERNING THE ASSOCIATED STUDENT BODY FUNDS

Expenditures for the following items, or items of a similar nature, **may not** be made from the Associated Student Body Funds:

1. Paper and other supplies for educational purposes, including professional books and magazines.
2. Educational supplies (videos, cassettes, computer software & hardware, compact discs).
3. Repair of educational equipment belonging to the Long Beach Community College District **except with prior ASB Cabinet approval.**
4. Equipment, supplies, forms, and postage to be used in offices for Long Beach Community College District business.
5. Loans and credit to Long Beach Community College District employees.
6. Equipment, supplies, and laundry for faculty restrooms or kitchens.
7. Articles for the personal use of Long Beach Community College District employees (business cards, pagers, etc.) **except with prior ASB Cabinet approval.**
8. Individual, faculty, or staff memberships in professional organizations. School memberships in professional organizations must appear on an approved list posted in the ASB Bank and the office of the ASB Advisor.
9. Subscriptions for faculty and/or department magazines.
10. Wages to hire any person employed to perform Long Beach Community College District duties.
11. Taxicab fare or transportation for Long Beach Community College District employees on Long Beach Community College District business.
12. Custodial supplies and equipment (to maintain district facilities)
13. Newspapers, except for extra-curricular Associated Student Body purposes.
14. Meals, transportation, lodging, and registration fees **exclusively** for member of the faculty, staff, or administrators except attendance by sponsors representing the students at meetings of recognized student organizations; and except for CCCSAA & SCCC Advisor professional development and training for Student Activities Advisors and Coordinators that advise the ASB Cabinet when approved in writing by the ASB Finance Committee, ASB Cabinet and the Dean of Student Affairs or Designee.
15. Pay to any student for work or duty performed while receiving class credit for such activity.
16. Wearing apparel other than novelties. **A limit of \$ 25 per person** may be budgeted on novelties (Board shirts, Homecoming/MGP shirts, Club Shirts) with the exception of novelties sizes XL or larger; The limit for novelties sizes XL or larger is \$30. **The balance, if any, must be borne by the individual.**
17. **Expenses for all meals (may not exceed the following amounts): Breakfast \$ 12 per person; lunch \$25 per person; and dinner \$30 per person, with exception of ASB/Student Life/Individual Sponsor Program Awards Ceremonies (to include Banquets and/or Receptions)** Amounts for these ceremonies must not exceed \$30 per person. Individual program (Sponsors) who plan an annual award banquet must complete the Banquet Policy/Attendance packet immediately following the function. This paperwork is available from the ASB Advisor. All receipts are due to the ASB Bank following the event.

No exceptions will be made to these rules and regulations without prior approval of the ASB Cabinet. Request for exceptions must be presented in writing to the ASB Treasurer who forwards the request to the ASB Finance Committee and ASB Cabinet for consideration. (Amended: 05/17/18)