



Auxiliary Account Procedures

Auxiliary Organization:

The Board recognizes and approves Auxiliary organizations. The purpose of the Auxiliary Services is to provide supportive services, specialized programs and/or assist Chaffey Community College with the receipt of property, gifts, and/or funds to be used for the benefit of the college, persons, and/or organizations having an official relationship with the District. Auxiliary Service funds are subject to the same review and approval process as the General fund. Auxiliary Services account transactions will be subject to the same review and approval process as the general fund as identified in the purchasing manual.

Establishing an Auxiliary Account:

To open an Auxiliary General Account, complete a Chaffey College general Account Establishment form and submit to Denise Gomez in Accounting Services.

- Names and signatures of staff members who are authorized to request disbursements (authorized to sign requisitions) from this Auxiliary General Account are required. In addition, names and signatures of staff members who are authorized to pick up the checks are also required.
- Include a brief description of what the account will be specifically used for throughout the year.
- Submit the original copy to Accounting Services and the department must retain a copy.
- The account will be established and assigned a number. Upon establishing an account, Accounting Services will return all documentation to the originator with the account number in the right hand corner. The assigned number is to be written on all requested disbursements or deposits.
- In the beginning of every fiscal year, the Accounting Services office will request that Auxiliary Account holders submit an up-to-date form.

Deposits:

- The Accounting Services processes deposits on a weekly basis. On or before the 15th of each month the Dean/V.P. of the account will receive a balance sheet of the account balance. If there are any discrepancies, please contact Denise Gomez in Accounting Services.
- An Auxiliary deposit slip must be submitted to the Accounting Services office. In addition to the cash, checks and/or coin deposits, copies of all checks must be submitted and coin must be rolled up.
- Upon submitting the deposit, the cash must be verified by an Accounting Services employee, (do not leave in staff in-box)

Personal Service & One-Time Guest Lecturer Agreement:

- Individuals who provide a service for Auxiliary Service programs will require a personal services agreement, with the blue Auxiliary requisition form for approval prior to the services being performed.
 - First time lecturers at the college must provide a W9 to Accounting Services.
- For payment of such services, an invoice with an "o.k. to pay", from the department will need to be submitted to Accounting Services after the service has been completed. All personal service contracts will be paid within 30 days of completion.
- An employee of the District, who provides a service outside their normal job, will be paid through payroll, and not as a vendor.
- The personal service contract must be completed and signed by the following:
 - Contractor
 - Auxiliary Account Holder (Dean/VP)
 - Business Services VP

Submit a fully executed contract to the Accounting Services office with the blue Auxiliary requisition form for Accounting Services approval. All must be complete prior to service being rendered.

Travel & Conference:

Regulations

- All regulations apply to employees, governing board members, and representatives of the governing board.
- Travel includes attendance at workshops, seminars, conventions, conferences, or other meetings which are a requirement of the position and of interest to the District.

Request

Travel and Conference request form must be filled out completely including all required approvals. This includes the employee, and employee's supervisor.

- If travel request is over \$1,000 and/or out of state, the President's signature of approval is required.
- If pre-payment is required, try to submit request 30 days prior to travel.

Mileage

Employees performing authorized travel involving the use of their own vehicle shall be reimbursed for mileage at the rate determined by the U.S. Internal Revenue Service as of July 1 of each year for that fiscal year.

- If the employee goes to a conference from home, the mileage is based on the shorter distance traveled either from home or Chaffey.
- If the employee is going on a non-work day, the mileage is based from home.
- If mileage is more than 75 miles one-way, complete the Travel & Conference Request form.

Meals

Employees shall be reimbursed when on approved travel & conference for the District through the Auxiliary account for actual & necessary meal expense.

- If the amount is less than \$50.00 per day (no receipts are required).
- If the amount exceeds \$50.00 per day (receipts are required).

Lodging

1. Lodging shall be reimbursed for authorized overnight travels

Lodging continued

2. Reimbursement shall not exceed the rate for single occupancy lodging.
3. Conference/government rates shall be requested upon reservations.

Air Travel

All reservations shall be arranged through the District's designated travel agency. The Accounting Services office (Kismaea Rouzan) will provide information on the current agency.

Car Rental

1. If available, conference or shuttle transportation should be utilized.
2. Receipts should be attached for all expenditures (except meals if less than \$50.00 per day).

Auxiliary Purchase Orders:

Purchases without a Purchase Order

Submit an Auxiliary Services requisition. The requisition must be submitted for pre-approval, prior to any purchase being made. The following example is acceptable purchases without purchase orders:

- Vendor does not except purchase orders.
 - A quote from the vendor will be required for pre-approval of the purchase and a check will be mailed to the vendor upon receipt of an invoice after the items are received, unless pre-payment is required.
 - Submit requisition with a signer on the account as the vendor, prior to the purchase. We will issue a check for the purchases. After the purchases are made, return the receipts and any unused cash to Accounting Services.

Purchases with a Purchase Order

Must be requested on an Auxiliary Services requisition and must be submitted for approval to create a purchase order, prior to any purchases. An online requisition will be created by Accounting Services and the purchase order will be created by the Purchasing Department within 24 hours. This is an agreement Accounting Services and Purchasing Department established. Accounting Services will instruct Purchasing on how to distribute the purchase order according to the instructions given at the bottom of the requisition.

Receiving Purchases

If the department picks up items from a vendor, the department is required to inform the warehouse of receipt of items. Items sent and received directly to the warehouse can be distributed to the department directly. Payment will be made when an invoice is received after the warehouse has received items. If the department is given an invoice when the items are picked up, an authorization for payment is required. Upon approval, send the invoice to Accounting Services for payment.

Auxiliary Deadlines:

All paperwork needs to be submitted to Accounting Services by 9:00 a.m. on Thursdays to have checks and/or purchase orders by 10:00 a.m. on Fridays. Any questions, please contact Denise Gomez @ 652-6026.