

ASSOCIATED STUDENTS, INC.
California State University, San Bernardino

Finance Board

Minutes

April 13, 2005

The meeting was called to order at 2:18 p.m. by the Chair, Traci Ballantyne.

Present: Amani, Amin, Ballantyne, DeRuyter, Genter, Gonzalez, Henderson, Ramirez.

Absent: Areffi, Biedermann, Fisher, Frias, Kray, Morales, Valenzuela, Vargas.

Guests: Beckley.

APPROVAL OF MINUTES:

M/S Amani/Gonzalez: To approve the minutes of March 9, 2005.

ADOPTION OF THE AGENDA:

M/S Amani/Genter: To adopt the agenda of April 13, 2005. Passed.

NEW BUSINESS:

FB 11-05 M/S Gonzalez/Amani: Permission to transfer \$5,079.00 from Unallocated (RN001 A4200 0502 630044) to External Affairs Dues (RN001 A4300 0502 619262) to pay the second half of CSSA dues to continue membership for the remainder of the academic year. (Action)(Jackson). Miss Ballantyne spoke on the item. She explained that it is up to the Finance Board to vote if they would like to pay the dues or not.

M/S Ramirez/Amin: To postpone until next week. Passed.

FB 12-05 M/S Amani/Genter: Permission to cover the cost of \$187.55 for credit card charges as listed below. Paragraph 3E of the ASI Corporate Credit Card Policy states "All purchases using the corporate credit card will be recorded on the corporate "Credit Card Expense Log" and accompanied by a receipt. Failure to provide a receipt will cause the charge to be disallowed and the person who checked out the card to be charged." (Action)(Bonillas).

Background: Mr. Bonillas used the ASI credit card in August 2004 and made a charge of \$184.55 to American Apparel Los Angeles on August 19th, 2004 and \$3.00 to Showcase Business Center on August 23rd, 2004 of which no receipts have been submitted. These charges have been paid to the credit card company by ASI and Mr. Bonillas was invoiced on October 8, 2004 for reimbursement of these charges with a memo suggesting three ways to resolve the issue: (1) obtain a copy of the missing receipts and submit to substantiate payment of charges,(2) make an appeal to the ASI Finance Board & Board of Directors or (3) pay for the charges.

Miss Ballantyne spoke on the item. She read the background. She and a few of the Finance Board members discussed the item.

M/S Gonzalez/Amani: To postpone until an invoice can be provided. Passed.

ADJOURNMENT:

M/S Genter/DeRuyter: To adjourn. Passed.

Traci Ballantyne, Vice President of Finance