

**ASSOCIATED STUDENTS, INC.**  
**California State University, San Bernardino**

**FINANCE BOARD**  
**Agenda**

April 20, 2005  
2:00 p.m.

University Hall-232

Call to Order  
Roll Call  
Approval of Minutes  
Reports: Chair, Traci Ballantyne, Finance Board Members  
Adoption of Agenda  
Open Forum (5 minutes/speaker)

**OLD BUSINESS:**

**FB 11-05**      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).

**BD 12-05**      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 19<sup>th</sup>, 2004 and \$3.00 to Showcase Business Center on August 23<sup>rd</sup>, 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.*

ITEMS FROM THE FLOOR  
ADJOURNMENT