
UNCASG EXECUTIVE OFFICE OF THE PRESIDENT

37th SESSION, 2008-2009

EXECUTIVE ORDER 37-06
DESIGNATION OF BUDGET LINE ITEMS FOR EXPENDITURES

By the authority vested in me as President of the University of North Carolina Association of Student Governments by Article III, Section 5 of its Constitution, and to ensure the transparent and fiscally responsible disbursement of Association funds, it is hereby ordered as followed:

Section 1. Background.

All expenses of the Association are paid through an account maintained by the University of North Carolina General Administration (UNCGA). Each expenditure is codified by UNCGA for its own internal use, but in most cases the assigned account codes have limited utility to the Association in designating corresponding line items in the budget; for example, the UNCGA code for a ground travel expense could apply to a meeting-specific Travel Fund line item (4200-block) or the general Officer Travel line item (4400-block). In addition, single entries in the UNCGA accounting system could include expenses from multiple Association line items, such as when multiple travel reimbursements from different fund blocks are paid on a single check. To ensure all expenditures are properly accounted in the Association's budget documents, designating source line item(s) prior to disbursing funds is an appropriate practice.

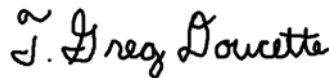
Section 2. Budget line item(s) to be designated prior to all non-payroll expenditures.

Prior to submitting any invoices, reimbursement forms or other expense-related documents to the University of North Carolina General Administration for payment, an internal form shall be completed designating the source line item(s) of the expenditure. This form shall be signed by the Association President and filed with the Division of Finance & Administration for use in maintaining the Association budget. Payroll expenditures requiring the submission of an UNCGA-approved timesheet shall be exempt from this order.

Section 3. Duration.

This order shall remain in effect until rescinded or otherwise superseded by statute.

Ordered this the 22nd day of December, 2008.



T. Greg Doucette
President (37th Session)

UNCASG EXECUTIVE OFFICE OF THE PRESIDENT

37th SESSION, 2008-2009**EXPENDITURE DESIGNATION SHEET****Section 1. Purpose.**

This form is to be used to meet the obligations of Executive Order 37-06, requiring that each expenditure be designating as coming from a specific line item in the UNCASG budget prior to authorization.

Section 2. Expenditure Designation Table.

Expenditure Recipient: _____

Total Expenditure Amount per DPV/TR: \$ _____

<u>Date</u>	<u>Purpose</u>	<u>Line Item Used</u>	<u>Amount</u>
			\$
			\$
			\$
			\$
			\$

(use additional sheets as needed)

Total Expenditure Amount Listed in Table: \$ _____

*The Total Expenditure Amount per DPV/TR and Total Expenditure Amount in Table **MUST** be equal!*