

Division of Student Affairs Procedures for General Administration and Fiscal Management
of Student Programs and Services Fees

Section 1: General Administration

- A. SPSF funds will be allocated to student services and programs under direction of the Vice Chancellor for Student Affairs.
- B. The Vice Chancellor for Student Affairs will present the SPSF allocations to the executive leadership of the Student Government Association on an annual basis for feedback and discussion.

Section 2: Fiscal Management

- A. SPSF funds will be used in accordance with university fiscal policy.
- B. SPSF funds approved for dedicated purposes (travel, equipment, etc.) will be managed in separate individual accounts to ensure they are expended only for their dedicated purpose.
- C. SPSF fund collections will be reviewed and revised quarterly to ensure SPSF collections are sufficient to cover anticipated expenditures.
- D. The Assistant Vice Chancellor for Student Affairs will produce an annual report of all SPSF collections, expenditures, and funded programs.