



Title: Student Organization Funds

Effective Date: 02/08/2007

Last Revision Date: 01/30/2012

Cancellation:

Office: Finance (FIN)

Student Organization Funds

PURPOSE

The LCTCS Board of Supervisors recognizes the value of Student Government Associations (SGA) and other student organizations at the colleges under the jurisdiction of the Board and encourages the establishment of an SGA within each LCTCS college. The mission of the SGA is to provide vital co-curricular activities to enhance individual student development; promote social and recreational activities, and outreach opportunities to the community; promote participation in self-government; and promote the high standard of education. Because the Student Government Associations and other student organizations are approved campus organizations, their activities come under the auspices of the College and necessary procedures and controls must be developed and implemented to ensure SGA and other student organization functions and activities are in compliance with the policies of the LCTCS Board of Supervisors, statutory requirements of the State of Louisiana, and Northshore Technical Community College (NTCC) procedures.

PROCEDURES

- 1) Approved requests for student organization fee expenditures, such as dues, subscriptions, rentals, etc., must be submitted to the NTCC Finance Office. All requests must be submitted in writing, signed by the student organization President, the student organization Treasurer, the appropriate campus student organization Advisor, the Campus Dean/Administrator, and the NTCC Chief Student Services Officer. (5 signatures) This request can be in letter format. A copy of the student organization minutes approving the expenditure must be attached and kept on file in the respective student organization advisor's office. The request should include an estimated or exact monetary amount per item/service listed. If the expenditure involves the purchasing of computers, printers, or IT infrastructure, the NTCC Chief IT Officer should review and approve the expenditure. When submitting requests for student organization expenditures, please have the title and name of each person typed under the signature so that all required signatures can be verified by the NTCC Finance Office.
- 2) After the approved request for student organization expenditures is received, the Director of Accounting or his/her designee will complete a budget revision to be signed by the Director of



Policy & Procedure No. FIN-009
Northshore Technical Community College

Accounting and the Vice Chancellor of Finance & Administration. The amount on the budget revision will reflect the estimated or exact monetary amount per item/service listed in the approved request.

- 3) The student organization expenditure budget will be entered into the official NTCC accounting system based upon the estimated monetary amount listed in the request and the request for student organization expenditures will be forwarded to the Purchasing Manager to follow all purchasing procedures. A requisition will then be completed by the initiating campus in accordance with the NTCC purchasing procedures.

Policy Reference: [LCTCS Student Government Associations Policy No. 2.010](#)
NTCC Purchasing Procedure FIN-005

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Business Office Committee	01/09/2007	02/08/2007
X	Campus Deans	01/09/2007	02/08/2007
X	Chancellor	01/09/2007	02/08/2007
X	Chief Student Affairs Officer	01/09/2007	02/08/2007

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Hard Copy Distribution to NTCC Campus Deans