



Auxiliary Services
District Auxiliary Accounts
Policy & Procedures

Policy

All requests for reimbursement must be pre-approved prior to incurring the expense. The request for reimbursement must be allowable under Education Code, Public Contract Code, Title 5, Government Code, the Budget and Accounting Manual (BAM), Auxiliary Services Manual and Board Policy. Requests that are submitted without prior approval may be at the risk of personal liability, which means that it may not be reimbursed. All requests must be approved by the division dean or department/area director.

Auxiliary accounts known as Auxiliary funds are used to support programs not normally funded through State apportionment. Please contact the Cashier's Office if you have a request to establish an auxiliary account. If this account is to receive funding for donations, please contact the Foundation for more information.

Procedures

Deposits

All deposits to auxiliary funds will be done at the Cashier's office. The Cashier's Window is the most appropriate, secure, and efficient environment in which to receive these deposits and ensure accuracy and safety.

1. The depositor is asked to count and record the deposit PRIOR to bringing it to the Cashier's window. This will help speed up the time you spend at the window. Please use Auxiliary Account Deposit Form located on the Fiscal Services website.
2. Please come to the open window if there are no students currently in line and the cashier will immediately assist you.
3. The cashier will count your deposit while you are present.
4. The cashier and depositor will both sign the Auxiliary Account Deposit Form ensuring agreement on deposit amount.
5. The cashier will provide the depositor with a receipt of the deposit.
6. A copy of receipt will be sent to the Business Office to ensure recording into the appropriate auxiliary fund.
7. Reminder: If any amount of your deposit is a donation, it must be deposited with the Foundation for proper tax reporting. The Cashier's office cannot accept donations. Please contact the Foundation for further information.
8. Do not send cash through the mail. Please hand carry cash to the Cashier's office. Cash is easily lost through the mail.

9. For security purposes, only authorized employees can enter the Cashier's backoffice.

Requests

All requests to utilize auxiliary funds must be made on an Auxiliary Service Requisition Form located on the Fiscal Services website. Auxiliary accounts may not be used to circumvent District resource allocation procedures for furniture, electronics, computer equipment or accessories.

1. Complete all required fields on the Auxiliary Service Requisition.
2. Route the Requisition for approvals through Adobe sign as noted in the approvals section below and include the following required documents:
 - a. Reimbursements/Refunds – Receipts
 - b. Purchases – Quotes: 1 quote for purchases under \$5K, 3 quotes for purchases \$5K to under bid limit. Standing PO's under \$5K do not required 1 quote. See Requisition Checklist on the Purchasing website for more details.
3. If the:
 - a. Requester is placing the order, the Requester must request the vendor to include the Auxiliary PO # and Requester name on the packing list of the order. Orders for tangible items that are shipped without this information will be held in the warehouse until the information is provided by the Requester.
 - b. Purchasing Department is placing the order, they must be cc'd in Adobe Sign; please allow a minimum of 5 business days for processing once the approved Requisition is received and budget is verified with the Cashier's Office.

****All tangible items must be delivered to the District's Warehouse****
4. Once the request is processed (tangible items received), please forward your "OK to Pay" and any received documents (order confirmation, packing list, receipts, invoice, etc.) to dkoss1@avc.edu and reference the PO # in the subject line.

Approvals

- All Auxiliary Service Requisitions are to be routed through Adobe Sign for approvals
 - CC dkoss1@avc.edu on all requests
 - CC warehouse@avc.edu if tangible items are to be received
 - CC purchasing@avc.edu if the Purchasing Department needs to place the order
- For requests less than \$1,000 and up, please submit an Auxiliary Services Requisition with the signatures of the fund manager and dean/director.
- For requests between \$1,000 and \$4,999, the respective vice president will need to approve the request.
- For requests \$5,000 and above, the respective vice president and Chief Business Official (CBO)/Vice President of Administrative Services will need to approve the request.

Allowable/Unallowable use of Auxiliary Funds

The funds can be used to purchase food, beverages and other items that would support the auxiliary fund not normally funded through State apportionment.

Auxiliary accounts may not be used to circumvent District resource allocation procedures for furniture, electronics, computer equipment or accessories. These items must be bought

through the District's purchasing department. Alcoholic beverages or gift cards may not be purchased with auxiliary funds.

Expenditure Request Forms

- Auxiliary Services Requisitions are used for auxiliary funds.
- Purchase requests
- Travel reimbursement is covered separately under travel policies and procedures. Please annotate the auxiliary account being used to pay for the travel on the travel form.

NOTE: Original itemized receipts and proof of payment must be included for reimbursement.

Timeline

Once the Business Services Area receives the approved request and applicable documentation, we will make every effort to process your request within two weeks.

This may be extended in times of peak or high workloads.

References: BP3600, AP3600, Education Code 8404(c) and Title 5 Section 58311