

## **Students and Student Services**

### **E. Activities**

#### **5410 Funds of the Associated Students and Student Body of Chabot and Las Positas Colleges**

1. The budget of the Associated Students of Chabot and Las Positas Colleges shall be approved annually by the college presidents and chancellor.
2. The colleges, as required by Education Code, shall establish an approved system that requires three signatures before funds are expended. The three individuals shall include an official of the College District, designated as the chief student services officer or designee, an advisor who is a full time employee of the District, and a representative from the Associated Students.
3. The Board of Trustees shall provide for an annual audit of the funds and records of the Associated Students of Chabot and Las Positas Colleges as provided by the law.
4. The funds of the Associated Students of Chabot and Las Positas Colleges shall be deposited in a bank located in the District on a rotating basis as determined by the College Presidents. The treasurer or the president of the Associated Students shall be a signatory to the withdrawal of funds and such withdrawals shall be countersigned by the Vice President of Student Services or the Director of Student Activities or the Business Manager or the Business Assistant. Funds may be withdrawn only if ordered by a properly executed requisition containing the signatures of both the Vice President of Student Services and the Director of Student Activities.
5. The Associated Students of Chabot and Las Positas Colleges are authorized to invest surplus funds as available from time to time in insured savings accounts of savings and loan associations in accordance with the provisions of the California Education Code; and such investments are to be made subject to the approval of the Associated Students and funds invested are subject to audit in the manner prescribed by law.