



University of California, Los Angeles
Undergraduate Students Association

STUDENT GOVERNMENT ACCOUNTING SERVICES

Policy for student groups to use USAC funding to purchase portable electronic devises

- **Purchase Approval Process**
 - Any purchase of portable electronic devises using USAC Funding must be approved by Student Government Services.
 - A description of the purpose of the item and intended use must be given to Student Government Services.
 - Coordination of storage and oversight of item by the Student Government Services Office must be completed before approval.
 - Once approved by Student Government Services Office, the signature of the Student Government Services Manager is required on Requisition Form to process payment.

- **Asset Control**
 - Once item is received the student group must deliver the item to the Student Government Services Manager.
 - Based on coordination before approval, the Student Government Services Manager will be responsible for the storage and check out process of the item.
 - The item belongs to the Undergraduate Student Association and is controlled by Student Government Services to ensure the asset will be used for future years.

- **Asset Maintenance**
 - Items will be stored in the Student Government Services Office and only used by the student organization or approved groups.
 - Any maintenance, replacement, warranties, etc. for the portable electronic devises will be the responsibility of the student organization.