



Where Your Future Is Waiting

POLICY NUMBER: 5.006

Title: Student Organization Funds

Effective Date: 08/24/2004

Last Review/Revision Date: 04/04/2023

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 Central Louisiana Technical Community College (CLTCC) procedures.

PROCEDURES

1. Approved requests for student organization fee expenditures, such as dues, subscriptions, rentals, etc., must be submitted to the CLTCC Finance Department. A requisition will then be completed by the initiating campus in accordance with the CLTCC purchasing procedures. All requests must be submitted via PR with attached minutes. 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 PR 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 CLTCC IT Department should review and approve the expenditure.
2. The student organization expenditure request will be forwarded to Procurement to follow all purchasing procedures.

Policy Reference: [LCTCS Student Government Associations Policy No. 2.010](#)

Review Process:

<i>Name</i>	<i>Title</i>	<i>Approval Date</i>
<i>James R. Sawtelle, III, Ed.D.</i>	<i>Chancellor</i>	

Distribution:

Electronic: posted to College's website and sent via email to College personnel