

PAYMENTS

Vendor Payments

- Vendor payment requests must be made by invoice only.
- When vendors are used multiple times within a fiscal year, a blanket purchase order in the estimated amount for the year must be created for each vendor.
- Purchases using the blanket order should be placed directly with the vendor through EPS. The invoice should be sent directly to the AEB Office. Submission of invoices through EPS is not required.
- An EPS requisition is required for all other purchases or invoices should be made through EPS.

Reimbursements

Reimbursements for out-of-pocket expenses must be claimed by requisition complete with proof of payment - receipts, invoices.

Stipends

- Stipends are paid by requisition complete with itemized budget sheet, W-9 form, and Expense Reimbursement form.
- It is recommended that stipend requisitions are submitted in EPS twice a year - fall and spring semesters.



IMPORTANT NOTICE

To protect the confidentiality of personal information, W-9s, contracts, Social Security numbers, and other sensitive information must either be sent by fax or hand-delivered to the AEB Office.

CONTACTS

**VP Marcela Armoza
Delores Williams**
Enrollment and Student Affairs
(718) 260-4999

Dorie Clay
Student Life & Development
(718) 260-5391

Brenda Alexander
Recreation
(718) 260-5102

Sue Brandt
Theaterworks
(718) 260-5588

Aries Jones
Student Wellness Center
(718) 260-5910

Tiffany Eager
Follett Bookstore
(718) 855-7339

Chantey White
MBJ Cafeteria
(718) 260-5350

SGA Office
H. Emile Reid, SGA President
Jennifer Fortunato, SGA Vice President
Josue Kersaint, SGA Treasurer
(718) 260-5019

Business Office

Wayne Robinson
Executive Director for Business Management
(718) 473-8961

AEB Administration

Marisol Velazquez
AEB Director
(718) 473-8934

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Designed by Pamela Drake



COLLEGE ASSOCIATION OF NYC COLLEGE OF TECHNOLOGY, INC.

Dr. Russell K. Hotzler
College President & Board Chair

QUICK REFERENCE GUIDE

for the
Student Government
Association

Administered by the
Auxiliary Enterprise Board of
NYC College of Technology, Inc.

(AEB)

Tel: (718) 473-8930

E-mail: aeb@citytech.cuny.edu

COLLEGE ASSOCIATION

Roles and Responsibilities

The College Association is a non-profit related entity which funds groups created for the principal purpose of developing and cultivating educational, social, cultural, and recreational activities among students of the various CUNY colleges. Each association supports a particular college.

The Association's revenue is derived primarily from student activity fees levied by a resolution of the Board of Trustees of the University and collected by the college.

Office of Budget and Finance
Financial Management Guidelines (2007)

Bylaws

The College Association Board (CAB) of Directors is responsible for the supervision and review of the college student activity fee supported budgets. All budgets of the College Association student activity fees are reviewed by the CAB for conformance with the expenditure categories set forth in the Bylaws of the Board of Trustees of The City University of New York.



BUDGET

Student Activity Fees

Fees paid by each student to support student clubs, student government, various campus services and programs, and a variety of student activities.

- Full-time Students: \$49.70
- Part-time Students: \$19.35

SGA Operational Budget

To access SGA operational budget, the SGA Treasurer must create a requisition with attached supporting documentation including the meeting's minutes recording budget approval and all specific expenditures.

Club Allocations

SGA reviews and allocates funds to student clubs based upon expenses in compliance with CUNY's policies and guidelines. Approved allocations are recorded in the SGA minutes.

PROCUREMENT PROCEDURES

E-Procurement System (EPS)

EPS is a web-based e-Procurement system used by the College Association to process Non Tax-Levy transactions.

Procedures

- Requisitions must be completed and submitted in EPS 3 to 4 weeks in advance of event/service.
- All related back-up documents must be attached to the requisition.
- Allow 2 to 3 weeks for AEB to process requisitions.

EPS Approval Process

- Approver 1: Dorie Clay/Delores Williams
- Approver 2: Delores Williams/VP Marcela Armoza
- Approver 3: Marisol Velazquez/Shakira Henry

STUDENT LIFE & DEVELOPMENT

The following requesters will submit requisitions in EPS once approved by the Director of Student Life & Development (SL&D):

Clubs :	SL&D Club Coordinator
New Tech Times :	Director of SL&D
SGA:	SGA Treasurer

PROCUREMENT AGREEMENTS

1) Independent Contractor Agreements

Independent Contractor Agreements must clearly state the services set forth in the scope of work and are used for **long-term** independent contracts.

2) Performance Agreements

Performance agreements must clearly state the agreed-upon objectives and criteria of work arrangements and are used for **short-term** agreements.

3) Required Documentation

All contracts **must** have a W-9 form and an invoice attached for services rendered when payment request is submitted.