



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6300.7 Associated Student Loan for Books and Supplies

Office(s) of Primary Responsibility:

Dean of Student Affairs
Student Accounting
Bookstore Manager

A. Purpose/Scope

The purpose of this procedure is to implement certain provisions of Board Policy 6300 Fiscal Management. The district is committed to ensuring the proper use of its assets and resources and reducing the risk of loss or misuse of funds. The purpose of this procedure is to assure that the district's fiscal management is in accordance with the principles contained in Title 5, Section 58311, including:

- Adequate internal controls exist;
- Fiscal objectives, procedures, and constraints are communicated to the Board, management and staff; and
- Responsibility and accountability for fiscal management are clearly delineated.

This procedure outlines the proper procedure for administering Associated Student (AS) loans for items sold through district-owned bookstores.

B. Authority

Associated Student organizations may elect to offer loans to students for items sold through district-owned bookstores. These loans are to be administered through the Dean of Student Affairs. AS organizations will be responsible for determining and publishing the criteria/eligibility by which loans may be awarded.

AS organizations must have sufficient resources to cover all loans awarded in the event they become uncollectable. All loan terms that are not satisfied by the end of the succeeding term will become uncollectable. Restrictive holds will be placed on all uncollectable loans.

C. Bookstore Loan

A sequentially numbered promissory note will be completed by the student. The following information will be recorded:

1. Student Name
2. Student ID
3. Amount of loan
4. Repayment terms
5. Student signature
6. Authorizing signature

Upon verification by Student Affairs that all criteria are met, Student Affairs will notify the campus bookstore with the above authorization.

The original copy of the loan document will be taken to the bookstore by the student. The bookstore will process the customer order as authorized by Student Affairs.

Once a week Student Affairs will send duplicate copies of authorized bookstore loans to Student Accounting. Students will be directed to pay loans at Student Accounting.

At the end of each semester the bookstore will send a listing of all students and processed customer orders to Student Affairs. Student Affairs will create payment to the bookstore from this document using AS funding.

Student Accounting will notify Student Affairs when the student satisfies loan terms. Student Affairs will mark triplicate copy PAID and closed.

Reference: BP 6300

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.