

## **ASB AND CO-CURRICULAR ACCOUNTS**

College Administrative Services Office manages the ASB and Co-Curricular Trust Funds.

**Associated Student Body Trust Funds** provide financial support for extra-curricular activities which are not directly related with courses and scheduled classes but enhance and complement the total college experience for students. Included in this category are intercollegiate activities, student government, student clubs, club sports, intramurals, and activities which provide services that relate to the general welfare of any registered student under given circumstances such as emergency loan funds and support for specific student events.

**Co-Curricular Trust Funds** provide financial support for courses offered within the college curriculum such as extended laboratories involving production, performance or competition at times beyond the scheduled class periods. Co-curricular Trust Funds may also include accounts considered administrative such as: bookstore commission, classified senate, and institutional advancement.

Income for the trust funds is derived from the college bookstore profits and by monies raised by special events, ticket sales, sale of publications, donations, funds raisers, etc.

All income must be submitted to the LPC Administrative Services Office for deposit to the appropriate account, accompanied by a deposit slip.

Expenditures from the trust fund will be made by a request for disbursement. All requests require appropriate signatures, original receipts, invoices, etc., to be approved and processed.