

CAL POLY

CORPORATION

CAL POLY CORPORATION CAMPUS PROGRAMS ACCOUNT AGREEMENT

CORPORATION USE ONLY	
Org Key #:	Function:
Approved By:	Dept ID:
Date:	Select Code:
FF:	MOA/SOA:
Division:	

Instructions: Please complete Parts I through VIII to request a new Corporation Campus Programs account. This form should be used for Corporation account requests only. If approved, the Corporation will notify you of your new account number and provide additional information regarding the use of the account.

PART I: GENERAL INFORMATION

California Administrative Code Title V, Section 42500 authorizes the establishment of Auxiliary organizations to provide essential functions which are an integral part of the educational mission of the campus and California State University. This agreement is used to authorize the establishment of a project for programs and activities and other non-grant/contract funds. Signing this agreement also establishes the rights and responsibilities of the project account holder, the Cal Poly Corporation and the University. In signing this agreement, all parties acknowledge that it is the policy of the California State University that accountability and responsibility for campus activities and programs be clearly established, and that related receipts are appropriately placed and controlled in the University or auxiliary organization accounts in accordance with Integrated CSU Administrative Manual (ICSUAM) Section 13680.00 and Executive Order (E.O.) No. 1059. The Corporation must have ownership over all programs or activities it administers. Indications of ownership include, but are not limited to: authority and discretion to contract for services; responsibility for business losses; acceptance of legal liability; acceptance of fiduciary obligations; responsibility for policies governing the activity or program; primary control or discretion over expenditures. All projects must comply with the guidelines, policies and procedures of the Corporation, which can be found on the Corporation website. Campus Programs accounts will be reviewed at least every five years to ensure that the purpose is in compliance with University and Corporation operating agreements, and a new signed account agreement will be required if the purpose of the account is still deemed appropriate.

Account Title: _____

Account Director: _____

Account Period: **From:** _____ **To:** _____ *(maximum term 5 years)*

Department: _____

Activity Location: **On Campus** **Off Campus: address** _____

Purpose of Account: *(Please state the purpose or objective of this new account and how it meets the educational mission of the University. Also include any specific restrictions placed on the use of the funds.)*

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PART II: FUNDING SOURCES

Please check all that apply:

Transfers from other Corporation / Foundation account (5 digit account # _____)

Sales of Goods (specify type): _____

Income produced from other activities (please describe): _____

Any fees associated with instruction for which the University acts as the Registrar or issues a transcript must be deposited with the University and may not reside in a Corporation account.

Gifts / Donations _____

Indirect Cost Recovery from Sponsored Programs

Other: Describe _____

Documentation supporting the new account MUST be attached (i.e. flyer supporting income producing activity, Memo of Understanding, gift agreement, etc.)

PART III: HOW FUNDS WILL BE SECURED

Please check whether or not funds (i.e. checks or currency) received by this program may be held overnight prior to being deposited with the Corporation: YES NO

If yes, please indicate what department has custody of the vault and where the funds will be held overnight. Please Note that funds held overnight must be held in a secured vault

PART IV: EXPENDITURES

Please identify approved expense types by checking the "Any" box or identify specific expenses allowed below: Any expenses allowed by Corporation purchasing policies/guidelines

Supplies

Faculty/Staff Salaries (Non CPC benefited)

Travel**

CPC Benefited Staff Salaries (Must provide proof of regular funding)

Room / Facility Rental

Student Salaries

Hospitality / Catering

Reimbursement for State Costs

Consultants

Scholarship / Awards*

Other Financial Aid*

Equipment

**All student scholarships, awards or other financial aid must be coordinated through the University Financial Aid Office. No Gift Cards can be purchased or reimbursed if recipient is a student.*

***All travel must be preauthorized prior to departure by submitting a Travel Request.*

PART V: DISPOSITION OF FUNDS

Please Note: Upon closure of a Professional Development account funded by IDC, funds must be transferred to a departmental or college professional development account. Exceptions may be approved by the Dean of Research.

Upon account closure or termination of project, any balance of funds shall be disposed of as follows: _____

Corporation Account #: _____

STATE/FOUNDATION CANNOT ACCEPT CPC FUNDS

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PART VI: ACCESS TO MONTHLY STATEMENT

All reports are to be retrieved by Account Director or designee via BOE INFOVIEW software.

- Does the director have access? Yes No
- If no; request access by filling out form located at: <http://www.calpolycorporation.org/docs/>
- Does anyone else need access to this account? Yes No
- If yes, who? _____
Please be sure designee has access to system as well.

PART VII: TERMS AND CONDITIONS

Cal Poly Corporation policies and forms are available at <http://www.calpolycorporation.com/docs/#campus>
ICSUAM 13680: <http://www.calstate.edu/icsuam/sections/13000/13680.00.shtml>

Executive Order No. 1059: <Http://www.calstate.edu/eo/EO-1059.html>

The Cal Poly Corporation agrees to monitor and enforce the following conditions:

- Accounts agreements will be reviewed on a 5 year cycle
- Accounts with negative balances may be closed and will become the liability of the department associated with the Account Director.
- Receipts and expenditures on this project will be monitored for appropriateness.
- All property and equipment purchased from this account is the property of the Corporation unless it is determined that said property should be transferred to the University.
- Disposition of property will be determined at the time of account closure.
- Upon notice of the program/account termination, the Corporation will transfer any remaining funds as indicated under Disposition of Funds.

Account Director's Responsibilities include:

- Ensuring all funds receipted and expended on this project will be for the purposes described herein
- Providing signature authority on this agreement
- Ensuring expenditures are in compliance with the educational mission of the University
- Complying with all Corporation policies and procedures
- Reviewing and monitoring this account and reporting any discrepancies upon discovery
- Updating signature files each time the project is renewed or designee changes
- Submitting an updated form as necessary

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PART VIII: AGREEMENT APPROVALS

Account Director - please initial (must be handwritten) acknowledgement and approval on each line below:

_____ No interest is allocated to funds deposited. If this is a special activity account (funded by other than gifts or IDC), I understand that this account will be charged a 5% fiscal fee on expenditures each month.

_____ I agree this project will not have a negative balance unless pre-approved. If the account falls negative, I authorize funds to be transferred from the following account and recognize that my account may be charged interest/fees. **Account #** _____ (CPC or CPF account only)

_____ I understand that all travel using Corporation funds must be preauthorized by submitting a travel request and must comply with Corporation and University travel policies.

_____ I have read this agreement and agree to all terms and conditions described in Part VII.

REVIEWED AND APPROVED BY: (Dean or Vice Presidents are also Authorized Signers on the Account)

By signing this agreement, I hereby authorize and assign the ownership of the campus program and/or activity described herein to the Corporation, and agree to adhere to all terms and conditions of the agreement

Account Director	Date	College Dean / Dept. Chair	Date
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APPROVAL / AUTHORIZATION ROUTING

Corporation Managemnet	Date
Corporation Executive Director	Date
Vice-President of Administration & Finance	Date

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ACCOUNT REVIEW – FOR INTERNAL USE ONLY

Reviewed By:

Comments:

ICSUAM	Inquiry	Initial	Comments
510 to 590	1. Determine whether funds should be placed in accordance with Sections 510 to 590, which guides placement for more common activities and programs, and identify applicable section.		
300	2. Identify legal obligations, fiscal liabilities and fiduciary responsibilities associated with the program and assess options for managing these activities and programs and associated risks.		
300	3. Describe the advantages or benefits of having the program operate through the Corporation rather than the University?		
200;300;500	4. Does the Corporation have ownership of the program, as evidenced by the following: contractual authority; legal liability, risk of loss; fiduciary accountability; responsibility over policies governing the program or activity; and, control or discretion over program or activity related expenditures?		
300	5. Identify the written agreement (MOA/SOA) which details the rights and responsibilities between the University and the Corporation for performing these activities.		MOA Only SOA: Aid to Instruction SOA: Workshops/ Conferences SOA: Bookstore SOA: Gift Management SOA: Sponsored Projects

Other Comments: