

Project Number _____ <small>(Determined by ASC Financial Services)</small>
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**ASC CAMPUS PROGRAM AGREEMENT**
 New  Update

**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 the California State University. This agreement is used to authorize the establishment of a project for non-grant/contract funds for College or Department Officials projects as listed in the "Type of project" section below. Signing this agreement also establishes the rights and responsibilities of the project account holder and the Auxiliary Services Corporation.

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 CSU Fullerton Auxiliary Services 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. This agreement must not be used to establish a project that will receive gifts or donations. All projects must comply with the guidelines, policies and procedures of the Auxiliary Services Corporation.

**PROJECT TITLE** \_\_\_\_\_ (30 Characters Including Space)

**PROJECT DIRECTOR** \_\_\_\_\_

**PROJECT PERIOD** From \_\_\_\_\_ to \_\_\_\_\_ (maximum term 5 years)

**DEPARTMENT** \_\_\_\_\_ **DIVISION** \_\_\_\_\_ **COLLEGE** \_\_\_\_\_

**ACTIVITY LOCATION**

On Campus  Off Campus: address \_\_\_\_\_

**PURPOSE/GOAL OF PROJECT (State the objective of this project and how it meets the educational mission of the University):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PART II: FUNDING SOURCES**

**SOURCE OF FUNDING** –Course fees collected from students may not be deposited with ASC unless they are from non-credit courses offered through ASC. All State funds must be deposited with the University.

Please describe in detail the funding source for the campus program or activity to be administered by the ASC.

**Check all that could apply**

- Sales of Goods (specify type i.e., t-shirts, non-course materials) **Please describe:** \_\_\_\_\_
- External funding projects non-credit ) **Please describe:** \_\_\_\_\_  
(Workshops, Conferences, and Institutes)
- Transfer from other ASC account project No. **Please describe:** \_\_\_\_\_
- Special events (specify type) **Please describe:** \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

**PART III: EXPENSE TYPES**

**NATURE OF ANTICIPATED EXPENSES-** (Check all expense types you may have during this 3 year agreement)

- |   |   |                                   |  |
|---|---|-----------------------------------|--|
| <input type="checkbox"/> Salaries & Wages     | <input type="checkbox"/> Supplies                     | <input type="checkbox"/> Software | <input type="checkbox"/> Computers/Printers  |
| <input type="checkbox"/> Room/Facility Rental | <input type="checkbox"/> Postage                      | <input type="checkbox"/> Printing | <input type="checkbox"/> Equipment < \$5,000 |
| <input type="checkbox"/> Hospitality/Catering | <input type="checkbox"/> Telephone                    | <input type="checkbox"/> Travel   | <input type="checkbox"/> Equipment ≥ \$5,000 |
| <input type="checkbox"/> Scholarship /Awards  | <input type="checkbox"/> Consultants/Contact Services |                                   |  |

Reimbursement for State Costs (i.e. facilities and services) **Please describe:** \_\_\_\_\_

**PART IV: DISPOSITION OF FUNDS**

Upon closure of project any balance of funds shall be disposed as follows:

- Transfer to other ASC Project No. \_\_\_\_\_
- Transfer to State Account No. \_\_\_\_\_  Other \_\_\_\_\_

**ACCOUNT CLOSURE**

To close this project, send an email to CSUF-ASC requesting account closure. Include the following:  
Reason for account closure, disposition of funds, Property location (if applicable)

**PART V: RISK MANAGEMENT**

Will the activities of this project involve the following:

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| • Potential payments (salary/services, travel, etc) to non-U.S. Citizens? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Special events where you anticipate serving alcoholic beverages?        | <input type="checkbox"/> | <input type="checkbox"/> |
| • Using hazardous materials or involvement in a hazardous activity?       | <input type="checkbox"/> | <input type="checkbox"/> |
| • Working with minors, disabled or elderly?                               | <input type="checkbox"/> | <input type="checkbox"/> |
- If Yes, specify \_\_\_\_\_

**PART VI: TERMS AND CONDITIONS**

CSUF-ASC policies and forms are available at <http://www.csufasc.org/accpolicies.aspx>  
 ICSUAM 13680: <http://www.calstate.edu/icsuam/sections/13000/13680.00.shtml>  
 Executive Order No. 1059: <http://www.calstate.edu/eo/EO-1059.html>

**CSUF ASC agrees to monitor and enforce the following conditions:**

- The project has an administrative fee set by ASC.
- The project funds will earn interest for accounts that do not fall below a minimum of \$5,000 and will receive payment on a quarterly basis.
- The agreement will be reviewed on a 5 year cycle.
- Negative balances are not allowed; accounts with negative balances may be closed and will become the liability of the department associated with the Project Director.
- All property or equipment purchased from this project is the property of the ASC.
- Disposition of property will be determined at project closure.
- Project information is provided on a monthly basis to Project Director and others so designated.

**Project Director's Responsibilities include:**

- Ensuring all funds receipted and expended on this project will be for the purposes described herein.
- Signature authority on this agreement.
- Ensuring expenditures are in compliance with the educational mission of CSUF.
- Complying with all ASC policies, procedures and/or directives (as amended from time to time) including the hiring, payment and supervision of employees.
- Reviewing and monitoring this project and reporting any discrepancies upon discovery.
- Updating -signature files each time the project is renewed or designee changes.
- Submitting an updated form as necessary.

**PART VII: AGREEMENT APPROVALS**

**Initial approval on each line below:**

\_\_\_\_\_ I agree to 6% administrative fee.  
 \_\_\_\_\_ I agree this project will not have a negative balance unless pre-approved.  
 \_\_\_\_\_ I have read this agreement and agree to all terms and conditions.

**AUTHORIZED ACCOUNT SIGNATORIES**

_____	_____	_____
Primary Authorized Signature /Project Director	Print Name	Date

_____	_____	_____
Additional Authorized Signature	Print Name	Date

**ACCESS TO MONTHLY STATEMENT**

_____	_____
Name	Name
_____	_____
Name	Name
_____	_____
Name	Name

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

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

_____	_____	_____	_____
College Dean / Dept. Chair	Date	Vice President of Administration Finance	Date

_____	_____	_____	_____
College Budget Officer	Date	CSUF ASC Executive Dir./CFO	Date

_____	_____
Division's Vice President	Date

**CSUF-ASC USE ONLY**

**PROJECT SET UP INFORMATION/EVALUATION**

Project _____	Department _____	Officer: _____	Entered: _____
Fund _____	Division _____	Entity _____	Approved: _____

**CSUF- Review**

**Reviewed by:** \_\_\_\_\_

**Comments :** \_\_\_\_\_

ICSUAM	Inquiry	Evaluation/Analysis
200	1. Describe the proposed campus program or activity, including the source of funds.	
510 to 590	2. Determine whether funds should be placed in accordance with Sections 510 to 590, which guides placement for more common activities and programs.	
300	3. Identify the legal obligations, fiscal liabilities and fiduciary responsibilities associated with the program or activity and assess/describe the options for managing the program or activity and the associated risk.	
200; 300; 500	4. Based on a review of the campus program or activity, which university entity will have ownership of the program? The elements of ownership include: <i>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.</i>	
200; 300	5. If it's determined that ASC will own the campus program activity, how is the accountability and responsibility associated with ownership defined and articulated, between the campus and ASC?	
300	6. Describe the advantages or benefits of having the program operate through the ASC rather than the campus?	
400	7. If it's determined that the program or activity is University owned, and that funds will be accepted by the ASC, has the arrangement been authorized in writing by the campus president or designee? Have the specific advantages for having ASC accept the funds on behalf of the University been documented in writing? Has an agreement been executed between the campus and ASC delineating requirements, including restrictions on the investment and expenditure of funds/receipts; and, recording of accounts within the books of both the University and ASC?	