

**CAMPUS PROGRAM PROCEDURE**  
As of November 2014

- Campus Program Proposal.
  - Outline Program purpose and goal, and reason to establish the account with ASC.
- Planning Meeting with CSUF Department Representatives, CSUF Financial Services Controller, the Division Budget Officer and ASC's Chief Financial Officer. To discuss and determine entity ownership, risk, sources and uses of funds (in compliance with ICSUAM guidelines).
- For Auxiliary Services approved campus program, complete (CPA) Campus Program Agreement and obtain the division's necessary signatures.
- Agreement should include:
  - Program name, authorized Directors, Deans, and the Division Vice President signature.
  - Sources and uses of funds.
  - Disposition of funds.
  - Monthly forecasted budget.
- Completed agreement to be forwarded to ASC Financial Services.
- Once all necessary signatures are obtained, an email notification will be sent out detailing account information and report access.