**Campus Program Agreement**

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| **PART 1: GENERAL INFORMATION** |

This Agreement is between the Campus, the named Project Director and the CSU Fullerton Auxiliary Services Corporation (“ASC”) and is used to authorize the establishment of an ASC campus program (non-grant and contract) project. This Agreement is not to be used to establish a project that will receive gifts or donations. Projects must comply with the guidelines, policies and procedures of the CSU Fullerton Auxiliary Services Corporation as well as the requirements of the Campus and the CSU System.

**PROJECT TITLE** (30 characters including spaces): Click or tap here to enter text.

**PROJECT DIRECTORS:** Click or tap here to enter text.Click or tap here to enter text.

**Project Inception Date:** Click or tap to enter a date. **Current End Date:** 06/30/2023.

**Renewal Term (**3-yr max extension**), From:** 07/01/2023 **To: 06/30/2026**

**College / Unit: Click or tap here to enter text. Dept / Office: Click or tap here to enter text.**

**Required for Campus Approvals**: Project description and explanation of **benefit** to the University:

Click or tap here to enter text.

**Required for Campus Approvals:** Indicate groups (i.e., faculty, staff, students, community, etc.) being served:

Click or tap here to enter text.

**ACTIVITY LOCATION – check all that apply:**

☐ On-campus Building: **Click or tap here to enter text.** Room: **Click or tap here to enter text.**

☐ Off-campus Address: **Click or tap here to enter text.**

Is this a new activity: ☐ Yes ☐ No

If YES, please describe the new activity and the campus involvement:

**Click or tap here to enter text.**

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| **PART 2: FUNDING SOURCES** |

**Revenue Sources** – 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.

Is Campus Program subject to UBIT (Unrelated Business Income Tax)? UBIT is defined as gross revenue from any regularly conducted trade or business that it not substantially related to the University’s educational and other exempt purposes. Please answer the following:

**(1)** **Is income from “a trade or business”? ☐Yes ☐No**

*Term of “trade or business” includes any activities conducted for the production of income from selling goods or performing services.*

**(2) If yes for (1), is such trade or business “regularly carried on”? ☐Yes ☐No**

**(3) Is the conduct of such trade or business “not substantially related”? ☐Yes ☐No**

Describe **all** expected sources of revenue for the proposed ASC Campus Program on the attached budget narrative. Check all that may apply:

☐ Transfer from other ASC Campus Program account(s): Click or tap here to enter text.

☐ Sale of goods (shirts, non-course materials, etc): Click or tap here to enter text.

☐ Special events (workshops, conferences, concerts): Click or tap here to enter text.

☐ Fees collected from students for non-credit optional instructional programs (mandatory student fees are unallowable).

☐ Fees from non-CSU students for non-academic instruction (specify type, i.e., participant, non-credit workshop): Click or tap here to enter text.

☐ Other (specify): Click or tap here to enter text.

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| **PART 3: EXPENSE TYPES** |

**Nature of Anticipated Expenses** – Check all expense types you may have during this 3-year agreement. Please complete the attached budget narrative for all items checked below.

☐ Salaries & Wages ☐ Supplies ☐ Software ☐ Room/Facility Rental ☐ Hospitality/Catering

☐ Consultants/Contracts ☐ Postage ☐ Printing ☐ Computers/Printers/Equipment <$5000

☐ Scholarships/Awards ☐ Telephone ☐ Travel ☐ Other: Click or tap here to enter text.

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| **PART 4: RISK MANAGEMENT** |

Will the activities of this project involve the following:

☐Yes ☐No Use of campus facilities. If yes, indicate:

Bldg:Click or tap here to enter text. Room:Click or tap here to enter text.

Frequency:Click or tap here to enter text. Event Duration:Click or tap here to enter text.

☐Yes ☐No Potential payments (salary/services, honorariums, travel, etc) to non-US citizens?

☐Yes ☐No Special events (involving increased liability or high risk) that may require a certificate of insurance?

☐Yes ☐No Use of hazardous materials or involvement in a hazardous activity?

☐Yes ☐No Working with minors, disabled or elderly? If yes, specify: Click or tap here to enter text.

☐Yes ☐No Use of volunteers?

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| **PART 5: ACCOUNT CLOSURE & DISPOSITION OF FUNDS** |

**Account Closure** – To close this project, email [**CampusPrograms@fullerton.edu**](mailto:CampusPrograms@fullerton.edu) requesting account closure. Include reason for account closure, proposed disposition of funds, equipment location (if applicable), certification that any applicable payroll assignments have been terminated and all expenditures have been properly posted.

**Disposition of Funds** – Upon closure of the project, any balance of funds shall be reviewed and approved by ASC prior to transfer.

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| **PART 6: TERMS & CONDITIONS** |

CSU Fullerton Auxiliary Services Corporation policies and forms are available at [www.csufasc.org](http://www.csufasc.org)

ICSUAM 13680: <https://calstate.policystat.com/policy/6597307/latest/>

Executive Order No 1059: <https://calstate.policystat.com/policy/6590142/latest/>

**CSU Fullerton Auxiliary Services Corporation agrees to monitor and enforce the following conditions:**

* + The project has an administrative fee set by ASC.
  + Project funds will not earn interest. The agreement will be reviewed on a 3-year cycle.
  + To continue this project activity past the project termination date referenced above, this form must be updated.
  + Negative balances are not allowed. Accounts with negative balances may be closed and will become the liability/responsibility of the department associated with the project director.
  + All property or equipment purchased from this project is the property of CSUF.
  + Disposition of property will be determined at project closure.
  + ASC will notify CSUF Contracts and Procurement and CSUF IT via email when project is closed.
  + Project information is available online; therefore, no paper reports will be issued.

**Project Director’s responsibilities include:**

* + Ensuring all funds expended on this project will be for the purposes described herein.
  + Ensuring signature authority on this agreement.
  + Certifying expenditures are in compliance with the educational mission of the University and the policies and procedures of ASC.
  + Complying with any and 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 the signature authorization each time the project is renewed or designee changes.
  + Notifying ASC if the project purpose, sources of revenue or project director changes during the project period.
  + Ensuring that University is reimbursed for cost of State personnel, space, supplies, and services utilized by this project.
  + Submitting required update and change forms as necessary.

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| **PART 7: AGREEMENT APPROVALS** |

By signing this Agreement, I accept and understand that (i) ASC will charge the current approved administrative fees; (ii) this project will be direct charged for the use of campus facilities; and (iii) this project will **NOT** have a negative balance unless pre-approved. I have read this Agreement and agree to all terms and conditions.

Project Director’s Signature: Date:

**Review & Approvals** – By our signatures below, we acknowledge that we have reviewed and approve of the contents of this agreement and all terms and conditions described herein.

Department Chair (if applicable) date Dean/VP date

VP Administration & Finance or Designee date Charles D. Kissel,

Executive Director, ASC date

Return completed form to **ASC – Sponsored Programs** or email [CampusPrograms@fullerton.edu](mailto:CampusPrograms@fullerton.edu).

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| **PART 8: PROJECT SET-UP INFO – ASC USE ONLY** |

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| Project #: |  |  | Department: |  |  | Officer: |  |
| Date Entered: |  |  | Fund: |  |  | Division: |  |
| Approved: |  | |  |  |  |  |  |