

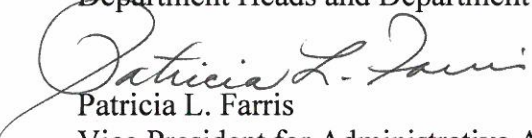


## Memorandum

Date: June 10, 2002

To: Deans, Associate Vice Presidents, Directors,  
Department Heads and Department Chairs

cc: President Suzuki  
Dr. Michael Berman  
Dr. Tomás Morales  
Dr. Jane Ollenburger  
Dr. Esteban Soriano

From:   
Patricia L. Farris  
Vice President for Administrative Affairs/  
Chief Financial Officer

**Subject: University and Auxiliary Accounts with a  
Bank or Financial Institution**

Campus policy, issued pursuant to CSU Board of Trustees Executive Orders 648 and 731, states that all funds received on behalf of the University or its programs are required to be administered through the campus' chief financial officer.

This is a reminder to the campus community that any account with a bank or financial institution not approved by the campus' chief financial officer is strictly prohibited (see sub-delegations at the end of this memo). Accounts using the name or taxpayer identification number (TIN) of the University, its auxiliaries or affiliated organizations are allowed only if opened with the explicit approval of the campus' chief financial officer.

All proceeds and receipts from any University, auxiliary or affiliated organization activity fall under this policy. These include but are not limited to receipts from any donor, contract, workshop, event, grant, and/or reimbursement arrangement. Depending on the activity, funds will be deposited in general fund, reimbursement (independent operations), trust, or agency accounts sanctioned by the University, its auxiliaries or affiliated organizations.

If you are aware of any unauthorized account(s), it is your responsibility to bring this to my attention immediately. Arrangements will be made to close the account and to place the funds in the appropriate University or auxiliary account.

Deans, Associate Vice Presidents, Department Chairs and Department Heads are responsible for ensuring compliance to this policy by all staff and personnel reporting to them. This responsibility includes communication of this policy to all staff and personnel, active determination that no unauthorized accounts exist, and prompt reporting of unapproved accounts to me.

Please be aware that failure to comply with this policy regarding unauthorized bank accounts may result in discipline up to and including dismissal. If you have any questions on this policy, please contact Darwin Labordo or me.

\*As Chief Financial Officer, I have made the following sub-delegations:

- Executive Director for Cal Poly Pomona Foundation, Inc.
  - Cal Poly Pomona Foundation, Inc.
- Executive Director for the Associated Students, Inc.
  - Cal Poly Pomona Associated Students, Inc.
  - University Union
- Vice President for Student Affairs
  - Chartered Student Clubs and Organizations
- Vice President for University Advancement
  - Cal Poly Pomona University Education Trust
  - Cal Poly Pomona Associates
  - Cal Poly Pomona Alumni Association

This Policy and copies of the referenced documents can be found on the Cal Poly Pomona Web Site under the Policy Section of the University Manual.  
<http://www.csupomona.edu/~guidebook/>

PLF:pss