

California State Polytechnic University, Pomona

P O L I C Y

University, Auxiliary and Affiliated Organizations Accounts with a Bank or Financial Institution

This policy is issued pursuant to CSU Board of Trustees Executive Orders 1000 ~~648~~ and 731 (Effective July 1, 2007, Executive Order ~~648~~ superseded by Executive Order 1000). All funds received on behalf of the University, its auxiliaries or affiliated organizations are required to be administered through the campus' Chief Financial Officer, the Vice President of Administrative Affairs.

For the purposes of this policy, auxiliaries and affiliated organizations include, but are not limited to, the following identities:

- Cal Poly Pomona Foundation, Inc.
- Cal Poly Pomona Associated Student, Inc.
 - University Union
 - Affiliated Student Clubs and Organizations
- Cal Poly Pomona University Education Trust
- Cal Poly Pomona Associates
- Cal Poly Pomona Alumni Affairs

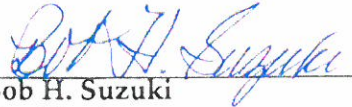
Any account with a bank or financial institution not approved by the campus' Chief Financial Officer is strictly prohibited. Accounts using the name or taxpayer identification number (TIN) of the University, its auxiliaries or affiliated organizations are allowed only if opened with the explicit approval 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.

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.

Failure to comply with this policy regarding unauthorized bank accounts may result in discipline up to and including dismissal.

APPROVED BY:



Bob H. Suzuki
President

6-3-02

Date