

*California State Polytechnic University, Pomona*  
*Administrative Affairs Division*

## **Procedures**

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

Campus policy states that 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 for Administrative Affairs. In addition to new accounts, this policy applies to any and all existing accounts.

The following sub-delegations have been made by the Chief Financial Officer:

#### **Executive Director for Cal Poly Pomona Foundation, Inc.**

- Cal Poly Pomona Foundation, Inc.

#### **Executive Director for the Associated Students, Inc.**

- Cal Poly Pomona Associated Student, 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

These officers have been authorized to administer funds on behalf of their respective auxiliary and/or affiliated organization, as indicated.

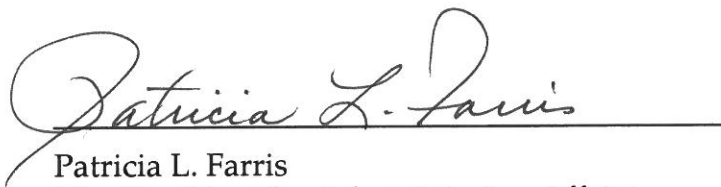
Any account with a bank or financial institution not approved by the campus' Chief Financial Officer or one of the above named authorized officers is strictly prohibited. Accounts using the name and/or taxpayer identification number (TIN) of the University, its auxiliaries or affiliated organizations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

All proceeds, receipts and expenditures 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.

An account opened in accordance with the above procedures must include, as one of at least two approved signatures, the authorizing officer. In addition, the authorizing officer is required to submit an annual report (no later than September 30 of each year) to the Chief Financial Officer of the University detailing account activity for the fiscal year ended June 30.

Questions regarding these procedures should be directed to the Associate Vice President for Finance and Administrative Services.

Approved by:

A handwritten signature in cursive script that reads "Patricia L. Farris". The signature is written in black ink and is positioned above a solid horizontal line.

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