Topic: Change in Name and Use of Fund MDR01 - “Auxiliary Reimbursement"

DATE: May 18, 2011

TO: Deans, Associate Deans, Department Chairs, Directors, Managers, and Campus Business Partners

FROM: Kendal Chaney-Buttleman, University Controller

Per CSU Systemwide Guidelines, effective this fiscal year, “Reimbursement” funds are no longer allowable in the CSU Operating Fund. At Sac State, our “Reimbursement” fund is MDR01, so it has been renamed to “Auxiliary Reimbursement” and moved from the CSU Operating Fund into a new fund classification.

What this means to you:

- Fund MDR01 should only be used for expenses that will be billed to an Auxiliary Organization (e.g. University Enterprises, Inc., Associated Students, Inc., University Union)
- Release time billings and Chargebacks to Auxiliary Organizations will continue to use the MDR01 Fund along with the appropriate Class codes.
- Now that MDR01 is not considered a General Operating Fund, it no longer has to follow the same rules as MDS01. Instead, expenses charged to MDR01 should be treated as Auxiliary organization expenses and must follow hospitality guidelines for Auxiliary organizations.
- The University Procurement Card can now be used for MDR01 purchases as long as those expenses follow the rules related to Auxiliary organization expenses.

Contact Information:

If there are any questions or concerns about this information, please contact Kendal Chaney-Buttleman, University Controller at kendalcb@csus.edu or call ext. 84679. Thank you.