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

From: Suzanne Green
Associate Vice President, Financial Services
Administration and Business Affairs

Financial Services’ goal is to assist University managers and business partners to utilize their resources to support the growth, development and operation of the campus. Since the University is a State agency, University funds have administrative requirements established by law, state administrative and education code, Chancellor’s Executive Order, and Trustee and campus policy. The University’s policies and procedures are located on the University website at [http://www.csus.edu/admbus/umanual/](http://www.csus.edu/admbus/umanual/). Chancellor’s Executive Orders can be found at [http://www.calstate.edu/EO/](http://www.calstate.edu/EO/). Financial Services staff can assist University managers and business partners to utilize their resources legally and effectively.

University funds come from a variety of sources, and are accounted for separately. Among the major sources are: State General Fund, student fees, trust and self-support enterprise funds (Continuing Education, Parking Services, Student Housing, etc.), gifts, grants and contracts, commercial operations, and state and non-state capital outlay funds. Funds from gifts, commercial operations, and most grants and contracts are deposited with the CSUS Trust Foundation, University Enterprises Inc., CSUS ASI or the University Union and managed there on behalf of the University.

CSUS Trust Foundation, CSUS Associated Students, Inc., the University Union and University Enterprises Inc. are closely related but separate legal entities created to support the University. They each have their own financial and business operations, and policies and procedures that control the expenditure of funds for which they are responsible.

Within each department that utilizes University resources; specific University employees are identified to have departmental fiscal authority and responsibility. Individuals who have been delegated fiscal authority are responsible for the legal and appropriate use of those funds to meet University program needs, and for not overspending resources available. Administrative and Business Services maintains a current list of individuals who have authority granted by the University to purchase goods and services through use of the ProCard, on-line ordering or requisition processes, and to approve travel requests, budget transfers and expenditure transfers. UEI, ASI, University Union and the Trust Foundation maintain similar information about who is authorized to commit funds housed with those operations.
Information about University delegated department fiscal authority and responsibility can be found at the University’s Policy website (http://www.csus.edu/admbus/umanual/), in:

- Travel Policy (Including AmEx Government Card)
- Business Related Hospitality Expenses
- Moving and Relocation Expenses
- Special Consultant and Independent Contractors, Compensating
- Discretionary Funds, Use of
- Vehicle Use on Official University Business
- Trust Funds
- Unrelated Business Income Tax Policy
- Support Services (including Procurement policies)

For the State General Fund, the California Constitution prohibits making a ‘gift of state funds’.

- The account manager can authorize only expenses that meet University program needs, and do not primarily benefit an individual or group. Also, since most of the University’s resources are public funds, care must be taken to ensure that they can be fully accounted for under any inquiry. For this reason, departments may be asked to document the purpose of a particular purchase or expense for approval and/or audit purposes. Inappropriate expenses will be disallowed.

- The specific language of the Constitution is as follows: “…nor shall it [the Legislature] have power to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever;…” (see Article 16 – Public Finance).

Financial Services holds quarterly Business Partners Round Table (BPRT) discussions to provide training and address issues about doing business at CSUS. Everyone is welcome to attend BPRT meetings (visit the Financial Services website for more information). Additionally, representatives from Financial Services will meet with your group to discuss business and financial matters. Contact the AVP’s Office (x85992) for more information.

Questions about the use of University funds can be directed to the AVP, Financial Services (x85992), the University Controller (x87440), or the University Budget Officer (x85992).