



Project Number _____ (Determined by ASC Accounting Department)

ASC SPONSORED PROGRAM AGREEMENT

New Update

PART I: GENERAL INFORMATION

California Administrative Code Title V, Section 42500 authorizes the establishment of Auxiliary organizations to provide essential functions which are an integral part of the educational mission of the campus and the California State University. This agreement is used to authorize the establishment of a project for non-grant/contract funds for College or Department Officials projects as listed in the "Type of project" section below. Signing this agreement also establishes the rights and responsibilities of the project account holder and the Auxiliary Services Corporation.

In signing this agreement, all parties acknowledge certain conditions mandated by the Chancellor's Office of the California State University which establish criteria regarding the responsibility, control and ownership over the activity of a project/program. For purposes of the agreement the criteria is as follows: Authority to sign related contracts; Risk of business loss; Legal responsibility and liability exposure; Fiduciary duty; Policies that will govern the conduct of the program; Authority to either close the program or allow it to continue; and, Administrative control over expenditures. In general, the Auxiliary Services Corporation is only permitted to accept funds which it can administer in accordance with the aforementioned criteria.

This agreement is not to be used to establish a project that will receive gifts or donations. All projects must comply with the guidelines, policies and procedures of the Auxiliary Services Corporation.

PROJECT TITLE _____ (30 Characters Including Space)

PROJECT DIRECTOR _____

PROJECT PERIOD From _____ to _____ (maximum term 3 years)

DEPARTMENT _____ **DIVISION** _____ **COLLEGE** _____

ACTIVITY LOCATION

On Campus Off Campus: address _____

PURPOSE/GOAL OF PROJECT (State the objective of this project and how it benefits the University):



PART II: FUNDING SOURCES

SOURCE OF FUNDING –Course fees collected from students may not be deposited with ASC unless they are from non-credit courses offered through ASC. All State funds must be deposited with the University.

DONATIONS: Do Not Use This agreement. Contact the **Philanthropic Foundation** to establish a Philanthropic account.

Check all that could apply

- Sales of Goods (specify type i.e., t-shirts, non-course materials) Please describe: _____
- External funding projects non-credit) Please describe: _____
(Workshops, Conferences, and Institutes)
- Transfer from other ASC account project No. Please describe: _____
- Special events (specify type) Please describe: _____
- Other (Specify) _____



PART III: EXPENSE TYPES

NATURE OF ANTICIPATED EXPENSES- (Check all expense types you may have during this 3 year agreement)

- | | | | |
|---|---|-----------------------------------|--|
| <input type="checkbox"/> Salaries & Wages | <input type="checkbox"/> Supplies | <input type="checkbox"/> Software | <input type="checkbox"/> Computers/Printers |
| <input type="checkbox"/> Room/Facility Rental | <input type="checkbox"/> Postage | <input type="checkbox"/> Printing | <input type="checkbox"/> Equipment < \$5,000 |
| <input type="checkbox"/> Hospitality/Catering | <input type="checkbox"/> Telephone | <input type="checkbox"/> Travel | <input type="checkbox"/> Equipment ≥ \$5,000 |
| <input type="checkbox"/> Scholarship /Awards | <input type="checkbox"/> Consultants/Contact Services | | |
- Reimbursement for State Costs (i.e. facilities and services) Please describe: _____



PART IV: DISPOSITION OF FUNDS

Upon closure of project any balance of funds shall be disposed as follows:

- Transfer to other ASC Project No. _____
- Transfer to State Account No. _____ Other _____

ACCOUNT CLOSURE

To close this project, send an email to CSUF-ASC/Controller requesting account closure. Include the following:

- Reason for account closure _____
- Proposed disposition of funds _____
- Property location (if applicable) _____

PART V: RISK MANAGEMENT

Will the activities of this project involve the following:

- | | Yes | No |
|---|-----|----|
| • Individuals driving as a required part of their job duties? | | |
| • Potential payments (salary/services, stipend, travel, etc) to non-U.S. Citizens? | | |
| • Special events that may require a certificate of insurance (events involving Increased Liability or high risk)? | | |
| • Special events where you anticipate serving alcoholic beverages? | | |
| • Using hazardous materials or involvement in a hazardous activity? | | |
| • Working with minors, disabled or elderly? | | |

If Yes, specify _____

PART VI: TERMS AND CONDITIONS

CSUF-ASC policies and forms are available at www.csufasc.edu/forms

CSUF ASC agrees to monitor and enforce the following conditions:

- The project has an administrative fee set by ASC.
- The project funds will earn interest for accounts that do not fall below a minimum of \$5,000 and will receive payment on a quarterly basis.
- The agreement will be reviewed on a 3 year cycle.
- Negative balances are not allowed; accounts with negative balances may be closed and will become the liability of the department associated with the Project Director.
- All property or equipment purchased from this project is the property of the ASC.
- Disposition of property will be determined at project closure.
- Project information is provided on a monthly basis to Project Director and others so designated.

Project Director's Responsibilities include:

- Ensuring all funds expended on this project will be for the purposes described herein.
- Signature authority on this agreement.
- Ensuring expenditures are in compliance with the educational mission of CSUF.
- Complying with all ASC policies, procedures and/or directives (as amended from time to time) including the hiring, payment and supervision of employees.
- Reviewing and monitoring this project and reporting any discrepancies upon discover.
- Updating the signature each time the project is renewed or designee changes.
- Submitting an updated form as necessary.

PART VII: AGREEMENT APPROVALS

Initial approval on each line below:

- _____ I agree to the 6% administrative fee.
- _____ I agree this project will not have a negative balance unless pre-approved.
- _____ I have read this agreement and agree to all terms and conditions.

AUTHORIZED ACCOUNT SIGNATORIES

_____	_____	_____
Primary Authorized Signature /Project Director	Print Name	Date
_____	_____	_____
Additional Authorized Signature	Print Name	Date

ACCESS TO MONTHLY STATEMENT

Name	Name
Name	Name
Name	Name

REVIEWED AND APPROVED BY: (Dean or Vice Presidents are also Authorized Signers on the Project)

College Dean / Dept. Chair	Date	Vice-President of Administration Finance	Date
College Budget Officer	Date	CSUF-ASC Executive Director	Date
Division's Vice-President	Date		

CSUF- Review

Reviewed by: _____

Comment : _____

CSUF-ASC USE ONLY

PROJECT SET UP INFORMATION/EVALUATION

_____ Will the ASC (not the University) have the ultimate responsibility for the program (i.e., contractual authority, liability, risk of loss, fiduciary accountability, authority to continue or discontinue the project)? Yes No

Project _____	Department _____	Officer: _____	Entered: _____
Fund _____	Division _____	Entity _____	Approved: _____

SCHEDULE A: ADDITIONAL INFORMATION

To be completed by the project requestor to provide additional information for responses to a specific questions or to provide additional information regarding project/ program activity.
