

THE CALIFORNIA STATE UNIVERSITY

Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 392

~~Title: Board of Regents - General and Operating Code Special~~

Effective Date: July 1, 1984

Supersedes: Executive Orders No. 174 and 184

This Executive Order is issued pursuant to Section 42390 of Title 5, California Administrative Code.

A. Administration

~~The President of each campus of The California State University is hereby granted fiscal and administrative authority and responsibility for the total operation of the campus Special~~
called "projects").

the requirements of any grant, contract, award or gift for the projects, or to provide ancillary services related thereto.

- 4. The implementation of operating procedures, including the accounting system described in the *University and College Administrative Manual* Fiscal Management Section 3713.
- 5. Education Code Section 89725 requires an annual audit of each campus "Special Projects Fund Account." This Section provides in part: "All expenditures shall receive an annual postaudit by the Audits Division of the Department of Finance." The President may initiate additional audits as desired by the Trustees' Internal Audit staff or a certified public accountant. Copies of all audit reports shall be transmitted to the Chancellor's Office within 10 days after these reports are received by the campus.

B. Operation

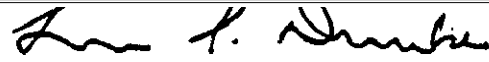
The President of each campus of The California State University shall establish the following operating policies when the institution determines to utilize this Fund.

- 1. ~~Proposals or requests for funding projects shall be submitted to sponsoring federal or state agencies, public or private corporations, private foundations or individuals only upon prior approval of the President of the campus or designee.~~

3. All personnel responsible for the preparation and submission of proposals shall be informed that all grants, contracts, awards, and gifts shall be submitted and accepted in the name of the university or the college and not by an individual.
4. Prior to submittal and acceptance, the chief fiscal officer of the campus shall review and approve the fiscal aspects of each proposal. ~~Cost-sharing components which are required~~
5. If a project requires direct contribution of state funds or diversion of funds from their
6. Upon acceptance, the chief fiscal officer, in consultation with the project director or principal investigator, shall establish and administer the budgetary and fiscal requirements of the project.

The President shall establish procedures to ensure the following:

1. That travel of the project director or staff members, in connection with project activities, shall be previously authorized by the campus administration. Rules governing travel expenses of campus personnel will be followed.
2. That claims for reimbursement for travel involving two or more projects shall contain a statement to the effect that duplicate payment is not being requested or has not been received from other projects. Proper distribution shall be made of travel expenses involving two or more projects.
3. That project directors, consultants, or project staff members shall not be hired on any project until the terms and conditions of employment have been properly computed, agreed to, and confirmed in writing between individuals and the campus administration.
4. That purchases for materials, services, or equipment and disbursement therefor, are



Glenn S. Dumke, Chancellor

Date: July 1, 1982