

TRUST FUND AGREEMENT

School/Department _____ Trust Fund Name: _____

| | | | | | | | | | |
|-------------------------------|-------|---|-------|---|-------|---|-------|---|-------|
| Revenue Chartfield String | _____ | - | _____ | - | _____ | - | _____ | - | _____ |
| Expenditure Chartfield String | _____ | - | _____ | - | _____ | - | _____ | - | _____ |

Purpose of Trust Fund: (Please type below)

Sources of Revenue: (Please type below)

Method of Collecting Revenue: (Please type below)

Type of Expenditures from Trust Fund: (Please type below)

Authorized Signatures for Disbursements: (Trust Funds require the signatures of the School Dean and one other authorized signature.)

| NAME | SIGNATURE | TITLE | EXT |
|----------|-----------|-------|-------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |

Expiration: Instructions for closing Fund:

- () Continuous () _____ (Specify Date)
- () When Funds Are Exhausted () When Account Becomes Inactive for a Period Greater Than One Year
- () When Agreement is cancelled () Other (Explain) _____

Disposition of Unexpected Funds Upon Trust Termination:

- () Transfer to Consolidated Emergency Loan Fund
- () Return to Depositor
- () Other (Explain) _____

TERMS OF AGREEMENT

All fiscal transactions will be administered in compliance with the directives issued by Department of the State of California, Trustees of the California State University, Office of the President of the University, and by the Vice President for Administrative Affairs.

- All funds collected will be held and applied according to the purpose for which the project was established. Good business practice will be exercised in all transactions affecting the project. Each obligation will bear the authorization of the individual(s) named in this agreement.
- All property, equipment, and supplies shall become the property of the State and will be recorded, inventoried, and accounted for as such. In the event the Agreement is dissolved, all assets shall become State property subject to existing directives for disposition of same.
- The University shall charge a service fee based on level of activity.
- University Financial Services will issue a monthly financial status report to the Fund Trustee/Project Coordinator for reconciliation. If they do not agree, University Financial Services should be notified within two weeks after the receipt of the monthly project accounts. If no objections are received, the records are deemed to be in agreement.
- The funds annual budget for each subsequent fiscal year should be submitted by May of the current year, when applicable.

SUBMITTED BY:

Signed: _____ Date _____
Fund Trustees/Project Coordinator

Signed: _____ Date _____
School Dean/Administration

Signed: _____ Date _____
Cabinet Level Officer

APPROVED BY:

Signed: _____ Date _____
Director of Accounting Services

Signed: _____ Date _____
Associate Vice President, Finance & Administrative Services

Signed: _____ Date _____
Vice President for Administrative Affairs