


THE CALIFORNIA STATE COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

July 31, 1970

To: Dr. James W. Cleary, President
San Fernando Valley State College

Dr. John A. Greenlee, President
California State College, Los Angeles

Dr. Cornelius H. Siemens, President
Humboldt State College

From: Glenn S. Dumke 
Chancellor

Subject: Delegation of Authority - Interfunction Transfer
of Budget Allotments within the Operating Expenses
and Equipment Category - Executive Order No. 106

I am transmitting a copy of Executive Order No. 106 which delegates authority to each of you to approve transfer of budget allotments (within the operating expense and equipment category) within and between budgetary functions of the support budget.

GD:vm

Attachment

Copies to: Vice Presidents for Business Affairs
Business Managers
Chancellor's Office Staff

THE CALIFORNIA STATE COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

July 31, 1970

Delegation of Authority - Interfunction
Transfer of Budget Allotments within the
Operating Expenses and Equipment Category
Executive Order No. 106

This Executive Order is issued pursuant to authority delegated by the Department of Finance by letter on June 26, 1970, Section 4, subdivision (e), and Section 1 of Chapter III of the Standing Orders of the Board of Trustees of the California State Colleges.

Effective with the commencement of the 1970-71 fiscal year, authority is hereby delegated to the college president to approve transfer of budget allotments (within the operating expenses and equipment category) within and between budgetary functions of the support budget at the following three colleges: California State College at Los Angeles; San Fernando Valley State College and Humboldt State College. The president may further sub-delegate his authority to a single fiscal officer to approve the transfers previously noted. However, transfers authorized by either the President or his designee are subject to the following limitations:

1. This delegation of authority is limited to where operating expense and equipment line items were consolidated in the traditional budget, and it has subsequently been determined that these line items should be distributed by appropriate function.
2. This delegation of authority is made to accommodate the revised accounting system which is based on operating expense items within individual budget functions. The word "function" in this case is synonymous with "organizational units" in the traditional budget.
3. No transfers may be made which are not in accordance with all applicable statutes, including but not limited to, the Budget Act, or which are not in accordance with all applicable regulations and Board of Trustee policy.

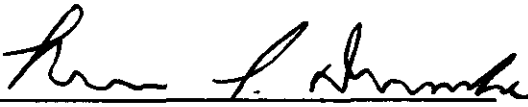
4. The revisions made by each transfer must provide sufficient funding for the affected activities for the entire remaining portion of the fiscal year.
5. Information copies of each Transfer of Budget Allotments (Form 25) shall be submitted to the Vice Chancellor, Business Affairs, for purposes of post-audit review.

As a matter of information, it should be observed that transfers between Personal Service Allotments are not authorized by this delegation.

It is expected that implementation of this Executive Order will enable the Presidents to effect a significant number of transfers at the campus level.

Please sign and return the attached form to Budget Planning accepting the delegation and indicating the single fiscal officer designated to act on behalf of the President in this matter. Any change in this delegation should be immediately communicated to this office.

Dated: July 31, 1970


Glenn S. Dumke, Chancellor

No. 106 - Delegation of Authority - Interfunction
Transfer of Budget Allotments within the
Operating Expenses and Equipment Category

ACCEPTANCE OF DELEGATION

The conditions, limitations and authority contained in Executive Order No. 106 are hereby acknowledged and accepted.


I hereby authorize and empower _____,
(Name)

College President _____, and _____,
(Title) (Name)

College Fiscal Officer _____, at _____,
(Title) (College)

to act for me under the provisions of the authorization contained herein.

July 1, 1970



Signature

Chancellor, Trustees of the
California State Colleges
Title

ACCEPTED:

Name

College President
Title

Name

College Fiscal Officer
Title

cc: Department of Finance, Audits Division
Chancellor's Office, Budget Planning and Administration