Date:

To: Rosa H. Renaud  
Senior Financial Manager, Financing and Treasury  
Business and Finance

From: Chief Fiscal Officer  
California State University

Transfer of Student Union Surplus Funds

It is requested that $__________, which has been established as surplus funds, as defined in section 5.02 of the resolution authorizing the issuance of bonds for the student union at _______________ be transferred during the 2004/05 fiscal year to the _______________ (entity should be exactly as in the student union operating agreement and lease). These funds are to be used for normal operational expenses and approved capital equipment.

The amount of $__________ is being requested at this time. If the amount exceeds seventy-five percent of the estimated cash balance in the revenue fund, as reflected on the State Controller’s June 30, 2004 report, we understand that the excess above the seventy-five percent, as approved in the operating budget, will subsequently be released by Financing and Treasury, providing the respective 2003/04 revenue bond audit statements confirm available balances. We understand that the revenue bond audit statements are scheduled to be received during October 2004.

I certify that as of this date, an operating agreement and lease is in effect between the CSU Trustees and the _______________ student union, and a budget for fiscal year 2004/05 has been approved by the governing board of the auxiliary organization operating the union, the chief fiscal officer of the university, and the campus president.

__________________________________  
Chief Fiscal Officer

cc: