Date: December 2, 2005

To: Vice Presidents for Administration/Business Affairs
   Business Managers

From: Colleen Nickles
       Senior Director
       Financing and Treasury

Subject: Decentralized Student Unions – Debt Service Coverage Ratio

In accordance to Richard West’s memo dated April 30, 2004, which decentralized the student union program and outlined your role in providing ongoing monitoring of the program, we are requesting information on the student union program Debt Service Coverage Ratio (DSCR). Please complete Attachment 1, for fiscal year endings 2004/05 (actuals), 2005/06 (current year budget) and 2006/07 (projected). To help us understand any significant changes occurring year to year, please attach a brief narrative.

Also enclosed is your prior year submission in Attachment 2, along with our comments in Attachment 3 to assist you in your analysis and current year submission.

Please contact Rosa H. Renaud or Angeline Sutanto at (562) 951-4570 or email at renaud@calstate.edu or asutanto@calstate.edu, if you or your staff have any questions. Thank you for your assistance.

CN: rhr

Attachments

Distribution:

- Chancellor’s Office Staff (without attachments)
- Student Union Directors (with attachments)
- Controller (with attachments)