

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

March 16, 1973

TO: Presidents

FROM: H. E. Brakebill *H. E. Brakebill*
Executive Vice Chancellor

SUBJECT: Rules and Procedures Governing the Operation of
the Special Projects Fund - Executive Order No. 174

I am transmitting to you a copy of Executive Order No. 174 which provides an opportunity to operate research, workshops, conferences, institutes, and special projects, under the aegis of the campus while utilizing streamlined administrative procedures.

It should be noted that the Special Projects Fund is not a centralized system fund, and thus each campus is responsible for providing close attention to its operation to assure proper fiscal control and accountability.

HEB:vm

Attachment

Copies to: Vice Presidents for Academic Affairs
Vice Presidents for Administration
and/or Business Affairs
Business Managers
Chancellor's Office Staff

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Rules and Procedures Governing the
Operation of the Special Projects Fund
Executive Order No. 174

This Executive Order is issued pursuant to Section 42390 of Subchapter 5, of Chapter 1, Part V of Title 5, of the California Administrative Code.

A. Administration

The president of each California University and College is hereby granted fiscal and administrative authority and responsibility for the total operation of the campus Special Projects Fund. These monies are generated by grants, revenues and funds of any nature received from the federal government, the State, local government, or private persons, for research, workshops, conferences, institutes, and special projects (all of which are hereinafter called "projects").

This authority and responsibility includes:

1. Receipt and deposit of monies received for the above projects.
2. The entering into of contracts for these projects within the Special Projects Fund.
3. The execution of leases for facilities, and contracts for services necessary to perform 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 prescribed by the Chancellor's Office Operating Manual and Supplementary Accounting Instructions for Public Service Enterprise and Trust Funds -- January, 1973.

5. The initiation of an annual audit of the campus' Special Projects Fund accounts by the Board of Trustees Internal Audit Staff, Department of Finance, or a Certified Public Accountant. Copies of the Annual Audit Report shall be transmitted to the Chancellor's Office within ten days after it is received by the university or college, but not later than September 30th.

B. Operation

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

1. Proposals or requests for funding of these 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 his designee.
2. Prior to acceptance, the president shall determine that all requirements pertaining to the project can be met.
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 by a proposed project shall reflect an accurate and acceptable contribution by the campus.
5. If a project requires direct contribution of State funds or diversion of funds from their budgeted purposes, either initially or at a future date, prior approval by the Chancellor's Office shall be obtained.
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.

7. The Chief Fiscal Officer is responsible and accountable to the president for the proper expenditure of funds.

C. Procedures

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. Board of Control rules covering travel expenses 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, particularly salary, have been computed, agreed to, and confirmed in writing between individuals and the campus administration.
4. That the campus will submit quarterly a brief summary of each of the funded projects to the Chancellor's Office. The summary shall include the amount funded, the purpose and the granting agency.
5. That purchases for materials, services, or equipment and disbursement therefor, are accomplished through accepted business practices, as these are exempt from existing State regulations which require approval by General Services or the Department of Finance.


Glenn S. Dumke, Chancellor

Dated: March 16, 1973

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