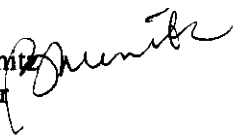


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275
(310) 985-2800

Date: December 14, 1995
To: Presidents
From: Barry Munitz 
Chancellor
Subject: Delegation of Fiscal Authority and Responsibility to California State University
Presidents — Executive Order No. 648

Enclosed is a copy of Executive Order No. 648, which delegates authority to you to approve certain fiscal transactions.

Please complete the enclosed Acceptance of Delegation form and send the signed form to the attention of Mr. Richard P. West, Vice Chancellor, Business and Finance.

Distribution: Vice Presidents, Academic Affairs
Vice Presidents, Administration and Finance
Vice Presidents/Deans of Students
Budget Officers
Chancellor's Office Staff

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Executive Order No.: 648
Title: Delegation of Fiscal Authority and Responsibility
Effective Date: January 1, 1996
Supersedes: Executive Order No. 551

This Executive Order is issued pursuant to authority of Sections 1, 2, and 4(e) of Chapter III of the Standing Orders of the Board of Trustees of The California State University.

This Executive Order applies to all funds administered by the campus including funds held outside the state treasury.

I. Authority

- A. The campus President is delegated authority to approve the expenditure from and transfer between appropriations, funds, programs, allotments, and projects except where prohibited by applicable statutes including Education Code Sections 89750 to 89761, the annual Budget Act, regulations, bond indentures, and policies of the Board of Trustees with the following exceptions:
 - 1. Transfers from the State University Grant allotment are not permitted.
 - 2. Transfers from California State University Lottery Education Fund Educational Equity programs are not permitted.
- B. The campus President is delegated authority to approve the establishment of new positions and changes in existing positions and the state controller's payroll roster (See III-B).

II. Responsibility

The campus President is responsible for ensuring that:

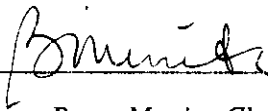
- A. The authority delegated by this Executive Order is exercised in compliance with all applicable statutes and regulations and policies of the Board of Trustees;
- B. Expenditure commitments do not exceed available resources and request for allocation orders are completed as necessary to adjust budgeted revenue, reimbursements, and expenditures to reflect actual experience;

Executive Order No. 648

- C. Monies are expended for their authorized purpose and appropriated funds are expended fully during the period of availability;
- D. Appropriate internal controls are in place to ensure that funds are protected from misuse; and,
- E. Campus financial practices adhere to uniform accounting standards in accordance with Generally Accepted Accounting Principles for institutions of higher education (Education Code § 89761 (a)).

III. Accountability

- A. The campus President shall provide to the Vice Chancellor, Business and Finance annual consolidated financial statements for all funds administered by the campus including funds held outside the state treasury. In addition, to ensure that the financial statements fairly state the condition of the California State University, auxiliary organizations must be incorporated in the financial statements. Supplementary financial detail shall also be provided by the campus in a machine-readable format and at intervals specified by the Vice Chancellor, Business and Finance.
- B. The campus President shall provide to the Vice Chancellor, Business and Finance an annual report of significant changes, as determined by the campus President, in existing positions (Education Code §89753(c)). Significant changes to existing positions include, but are not limited to, the following:
 - 1. Permanent conversion of teaching faculty classifications to nonfaculty classifications; and,
 - 2. Permanent conversion or reclassification into, out of, or between management classes.
- C. Unexpended balances in funds subject to reversion will be transferred from the campus by the Chancellor's Office six months prior to the date that the funds are no longer available for encumbrance.
- D. Authority delegated by this Executive Order may be revoked in whole or in part if in the judgment of the Chancellor the campus President has not complied substantially with provisions of this Executive Order. Annual post-audits may be employed to determine compliance with provisions of this Executive Order.



Barry Munitz, Chancellor

Dated: January 11, 1996