

**The California State University
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275**

(562) 985-2800

Date: December 22, 1998

To: Warren J. Baker, President
California Polytechnic State University, San Luis Obispo

From: Charles B. Reed *Charles B. Reed*
Chancellor

Subject: Executive Order No. 694 authorizing California Polytechnic State University, San Luis Obispo, to establish a new campus user fee: Letter of Reference Collection Service

I am transmitting to you a copy of Executive Order No. 694, which authorizes California Polytechnic State University, San Luis Obispo, to establish a new campus user fee: Letter of Reference Collection Service.

In accordance with policy of The California State University, the campus president has the responsibility for implementing Executive Orders where applicable and for maintaining the campus repository and index for all Executive Orders.

Attachment

Distribution: Chancellor's Office Staff

Executive Order 694

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Executive Order No.: 694

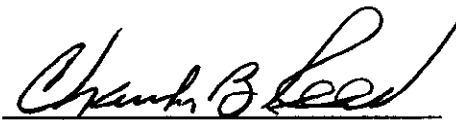
Title: Campus User Fee: Letter of Reference Collection Service

Effective Date: Winter Quarter 1999

Supersedes: No Previous Executive Order

This Executive Order is issued pursuant to authority granted by Education Code Section 89700, Standing Orders of the Board of Trustees, Chapter III, Section 6-f-1, and Board of Trustees' Resolution RFIN 05-96-06 and consonant with Executive Order No. 661.

Effective in winter 1999, California Polytechnic State University, San Luis Obispo, is authorized to establish a new campus user fee for Letter of Reference Collection Service. The fee amount for this service is \$15 for collection and distribution of confidential letters of reference to up to 6 graduate institutions. An additional \$2 is required for each institutional mailing over 6. Pursuant to section 89721(g) of the Education Code, monies collected from this fee may be deposited in local trust accounts and must be used solely to meet the costs of providing the services.



**Charles B. Reed
Chancellor**

Dated: December 22, 1998