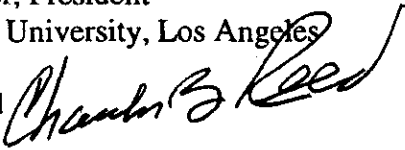


**The California State University  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275**

**(562) 985-2800**

**Date:** February 3, 1999

**To:** James M. Rosser, President  
California State University, Los Angeles

**From:** Charles B. Reed   
Chancellor

**Subject:** Executive Order No. 695 authorizing California State University,  
Los Angeles, to establish new campus user and penalty fees

I am transmitting to you a copy of Executive Order No. 695, which authorizes California State University, Los Angeles to establish the following new fees:

User Fee – Laptop Rental

Penalty Fees – Literacy Resource Lab Fines; Laptop  
Penalty Fees; Career Center Resource Library Fines;  
and Enrollment Confirmation Deposit

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

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**Distribution:** Vice Chancellors  
Campus Presidents

**The California State University  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275  
(562) 985-2800**

**Executive Order No.:** 695

**Title:** User Fee – Laptop Rental  
Penalty Fees – Literacy Resource Lab Fines; Laptop  
Penalty Fees; Career Center Resource Library Fines; and  
Enrollment Confirmation Deposit

**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.

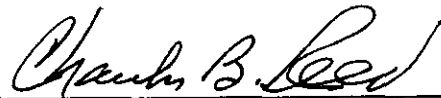
Effective in winter quarter 1999, California State University, Los Angeles is authorized to establish the following new fees:

A new campus user fee for Laptop Rental. The fee amount for this service will range from \$10 to \$15 per week.

New penalty fees which include Literary Resource Lab Fines, Laptop Penalty Fees, Career Center Resource Library Fines, and Enrollment Confirmation Deposit Fee. The Literacy Resource Lab Fine amounts are equal to the cost of replacement plus a 15 percent handling fee to a maximum of \$75. The Laptop Penalty Fee amounts are \$15 per day late, and a maximum of \$3,182 for cost of replacement. The Career Center Resource Library Fines for books are \$.25 per day late (maximum of \$10) and \$10 for each book replacement; and videos are \$1 per day late (maximum of \$50) and cost plus 15 percent handling fee for each video replacement to a maximum of \$50. The Enrollment Confirmation Deposit Fee amount is \$250.

The new campus penalty fees must be deposited in the General Fund in the State Treasury and are appropriated for the support of the University pursuant to Education Code Section 89724(a). The new campus user fee may be deposited in a local trust account pursuant to Education Code Section 89721(g) and must be used solely to meet the costs of providing the laptop.

Dated: February 3, 1999

A handwritten signature in cursive script, reading "Charles B. Reed", written over a horizontal line.

Charles B. Reed  
Chancellor