Date: May 9, 2002

To: Richard K. Leffingwell
Senior Director, Financing and Treasury
Business and Finance

From: Chief Fiscal Officer
California State University

Transfer of Student Union Surplus Funds

It is requested that $___________, which has been established as surplus funds, as defined in section 5.02 of the resolution authorizing the issuance of bonds for the student union at _______________ be transferred during the 2002/03 fiscal year to the __________________ (entity should be exactly as in the student union operating agreement and lease). These funds are to be used for normal operational expenses and approved capital equipment.

The amount of $___________ is being requested at this time. If the amount exceeds seventy-five percent of the estimated cash balance in the revenue fund, as reflected on the State Controller’s June 30, 2002 report, we understand that the excess above the seventy-five percent, as approved in the operating budget, will subsequently be released by Financing and Treasury, providing the respective 2001/02 revenue bond audit statements confirm available balances. We understand that the revenue bond audit statements are scheduled to be received during October 2002.

I certify that as of this date, an operating agreement and lease is in effect between the CSU Trustees and the ________________ student union, and a budget for fiscal year 2002/03 has been approved by the governing board of the auxiliary organization operating the union, the chief fiscal officer of the university, and the campus president.

__________________________
Chief Fiscal Officer

cc: