Date: 

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 2003/04 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, 2003 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 2002/03 revenue bond audit statements confirm available balances. We understand that the revenue bond audit statements are scheduled to be received during October 2003.

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 2003/04 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: