



# Administrative Procedure

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**Subject:** UNIVERSITY PROJECTS FUND

1.0. PURPOSE:

To establish the procedures for the allocation and expenditure of the University Projects Fund.

2.0. ORGANIZATIONS AFFECTED:

All units of the University.

3.0. REFERENCES:

3.1. Cal State L.A. Administrative Procedure, Subject: Agency and Trust Accounts.

4.0. POLICY:

On an annual basis, the President will receive from the University Foundation an allocation for University projects. These funds will be used, as they have been historically, for projects that meet the following guidelines:

- 1) Directly facilitate instruction and improve the overall instructional program;
- 2) Improve direct instructional support;
- 3) Improve indirect instructional support;
- 4) Improve enrollment management;
- 5) Affect student, faculty, and/or staff morale;
- 6) Facilitate implementation of other University identified priorities.

5.0. DEFINITIONS:

N/A

**Approved:**

**Date:**

6.0. RESPONSIBILITIES:

6.1. The University Foundation will:

6.1.1. Allocate on an annual basis funds for University projects.

6.1.2. Adhere to normal accounting procedures to administer the funds.

6.2. The President of the University will review University project requests and approve or deny funding.

6.3. The Vice Presidents will:

6.3.1. Review project requests approved by the responsible Dean or Senior Administrator.

6.3.2. Forward the requests with appropriate recommendations to the President.

6.4. Deans or Senior Administrators will:

6.4.1. Prepare the University Projects Fund Allocation Request form for the project with a complete financial plan and forward the request to the appropriate Vice President.

6.4.2. Upon receipt of notice of project approval, adhere to the procedures outlined in the Cal State L.A. Administrative Procedure on Agency and Trust Accounts.

7.0. PROCEDURES:

7.1. Deans or Senior Administrators requesting support for a project from the University Projects Fund will complete the University Project Fund Allocation Request Form.

7.2. The Dean or Senior Administrator will forward the completed request to the appropriate Vice President.

7.3. The Vice Presidents will review all requests and forward the requests with appropriate recommendations to the President.

7.4. The President will make the final funding determination and notify the appropriate Vice President, as well as the Foundation Manager, of the disposition of the request.

- 7.5. The Foundation Manager's Office will notify the Dean or Senior Administrator of the disposition of the request and forward the documentation to Foundation Accounting.
- 7.6. Foundation Accounting will effect the required transfer of funds and adhere to normal accounting procedures to administer the funds.
- 7.7. Expenditures may occur through a single disbursement from the University Project Funds account, or the funds may be transferred to the department's account. Departments receiving project funds will adhere to procedures outlined in the Administrative Procedure on Agency and Trust Accounts. Specific questions may be addressed to Foundation Accounting.

8.0. APPENDICES:

- 8.1. University Projects Fund Allocation Request.