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4 **Delegation of Authority - Establish, Increase, Decrease, or Abolish Miscellaneous Fees Not**  
5 **Exceeding Ten Dollars (\$10)**  
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7 This Executive Order is issued pursuant to Paragraph III, Section 6, subdivision (i) of the  
8 Standing Orders of the Board of Trustees of The California State University and Colleges.  
9

10 Effective the spring semester and spring quarter 1975, authority is hereby delegated to the  
11 President to establish, increase, decrease, or abolish miscellaneous fees in amounts not exceeding  
12 ten dollars (\$10) for services, materials or facilities not presently provided by other authorized  
13 fees. The President may further sub-delegate his authority to a single academic officer to approve  
14 the transactions previously noted. Actions taken by the President or his designee are subject to  
15 the following requirements:  
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- 17 1. a. Each miscellaneous fee change authorized must meet the following criteria, be  
18 recorded on the prescribed form which is attached and be maintained on file by the  
19 President.  
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- 21 b. The criteria are as follows:
- 22 (1) The President shall determine those courses for which a miscellaneous fee  
23 is essential to the proper conduct of the course and he shall determine the  
24 amount of that fee; however, the administration and teaching operating  
25 and expense funds allocated from the Materials and Service Fee should  
26 cover the basic requirements in all courses. No user fee may be established  
27 which all students on the campus would be required to pay.  
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- 29 (2) The student will receive some identifiable material benefit from the  
30 miscellaneous fees being charged above and beyond that provided under  
31 the Materials and Service Fee. (Clay, lumber, paints, etc., would so  
32 qualify. Chemicals and other perishables do not qualify as tangible  
33 benefit.)  
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- 35 (3) The student has the option of obtaining the materials or service from  
36 sources other than the campus so long as they meet the instructional  
37 requirements.  
38
- 39 (4) The purpose for which the fee will be charged is not now provided for in  
40 other authorized fees (such as Student Services; i.e., Health, Placement, or  
41 Counseling).  
42
- 43 (5) If a film is necessary for a course, administrative and teaching OE funds  
44 should be made available for its rental in the same manner as for other  
45 instructional materials.

46 (6) The income from the miscellaneous fee is to be budgeted and used  
47 precisely for the materials or services for which the fee was established.

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49 (7) All miscellaneous fees are to be administered via the State College Trust  
50 Fund. Periodic billings, at least quarterly, will be made to the trust where  
51 expenditures are first charged in the reimbursed section of the Support  
52 Budget.

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54 2. Information copies of each miscellaneous fee change transaction authorized by the  
55 President or his designee shall be submitted to the Vice Chancellor, Business Affairs, at  
56 the time of approval for purposes of post audit review and for reporting to the Board of  
57 Trustees.

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59 Requests for miscellaneous fees which are beyond the scope of this Executive order should  
60 continue to be submitted to the Vice Chancellor of Business Affairs.

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62 This Executive Order supersedes Executive Order No. 142.

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64 Effective: Immediately DEG:Iw

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66 January 31, 1975

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ACCEPTANCE OF DELEGATION

The conditions, limitations and authority contained in Executive Order No. 211 are hereby acknowledged and accepted.

I hereby authorize and empower \_\_\_\_\_

(Name)

\_\_\_\_\_, and \_\_\_\_\_

(Title)

(Name)

\_\_\_\_\_, and \_\_\_\_\_

(Title)

(Campus)

to act for me under the provisions of the authorization contained herein.

Date: \_\_\_\_\_

\_\_\_\_\_  
Glenn S. Dumke, Chancellor  
Trustees of The California  
State University and Colleges

ACCEPTED:

\_\_\_\_\_

Name

\_\_\_\_\_

President

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Title

cc: Academic Affairs, Chancellor's Office