



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Financial Management/Prohibition of Personal or Off-Campus Bank Accounts for University-Related Activities	
Department: Financial Management (Office of Financial Management)	Reference No.:
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PROHIBITION OF PERSONAL OR OFF-CAMPUS BANK ACCOUNTS FOR UNIVERSITY-RELATED ACTIVITIES

This provision is intended to assist the many members of the faculty and administration who assume roles that frequently involve the handling of funds. It is the policy of California State University, Long Beach (CSULB) that any funds handled on behalf of this institution or its programs be administered through the trust accounts of the California State University, Long Beach Foundation or the University Controller's Office. This policy has been enunciated in a policy statement (recommended by the Academic Senate and approved by the President, November 6, 1970) entitled, "Guidelines for Organization and Operation of Centers for Research and Special Programs."

To prevent any misunderstanding of the intent of this policy, it is required by the procedures of CSULB and the California State University system that, when conducting, coordinating, managing or otherwise directing any activity, clinic, conference, contract, project workshop or any similar event, prior arrangements be made with either the California State University, Long Beach Foundation or the University Controller's Office for assistance in preparing budget, depositing all funds, accounting for all disbursements and maintaining financial overview of the operation of any such event.

The regulation prevails whenever State facilities are utilized, the name of the University is used, or if the identification of the participants relates in any way to the University.

Use of the University's name or any program associated with this University on a personal bank account, held off-campus, is prohibited.

Division executives, deans/directors, and department chairs are responsible for the enforcement of this policy within their respective jurisdictions.

For policies regarding off-campus bank accounts for student organizations refer to the ASI Handbook.

FORMS: NA