

**REQUEST TO ESTABLISH ACCOUNT  
 UEI University Support Program (USP)**

New  Modify Account#: \_\_\_\_\_

**PART I - GENERAL INFORMATION**

California Administrative Code Title V, Section 42500 authorizes the establishment of Auxiliary organizations to provide essential functions which are an integral part of the educational mission of the campus and California State University. This agreement is used to authorize the establishment of a project for programs and activities and other non-grant/contract funds. Signing this agreement also establishes the rights and responsibilities of the project account holder, University Enterprises, Inc. (UEI) and the University.

In signing this agreement, all parties acknowledge that it is the policy of the California State University that accountability and responsibility for campus activities and programs be clearly established, and that related receipts are appropriately placed and controlled in the University or auxiliary organization accounts in accordance with Integrated CSU Administration Manual (ICSUAM) Section 13680.00 and Executive Order (E. O.) No. 1059, University Policy PRS-0101, and the University procedure for establishing campus activities or programs. UEI must have ownership over all programs or activities it administers. Indications of ownership include, but are not limited to: authority and discretion to contract for services; responsibility for business losses; acceptance of legal liability; acceptance of fiduciary obligations; responsibility for policies governing the activity or program; primary control or discretion over expenditures. All projects must comply with the guidelines, policies and procedures of UEI which can be found on the UEI website. Campus Programs accounts will be reviewed at least every five years to ensure that the purpose is in compliance with University and UEI operating agreements, and a new signed account agreement will be required if the purpose of the account is still deemed appropriate.

Requested Account Title (30 Characters Only): \_\_\_\_\_  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (cannot exceed 5 years - see terms and conditions)  
 Project Director/account holder (*University Employee*): \_\_\_\_\_  
 College/Department or Administrative Unit Affiliation: \_\_\_\_\_  
 Indirect Rate: \_\_\_\_\_ of direct expenses. The indirect rate is 7.5% unless otherwise approved by the Director of Sponsored Project Administration. Exception: The indirect rate is 0% for residual funds from fixed priced agreements.  
 Activity Location:  On-Campus  Off-Campus Address \_\_\_\_\_

**PART II - PROGRAM OBJECTIVE AND UNIVERSITY BENEFIT**

Program Description	
Explain need being addressed	
Explain population being served	

**Explain short and long term benefits and significance to University:**

**The University has a legitimate, substantive purpose for establishing this account at UEI because the activity:  
(Check all that apply and explain checked items below. Use additional pages if necessary.)**

- is integral to the academic or service mission of the University or UEI.
- is a natural extension of an existing, academically related function.
- meets an important campus need
- other \_\_\_\_\_

Explanation

**PART III - FUNDING SOURCES**

*The requested account shall not involve unrestricted donations to the University, sales of goods or services from educational activities provided by the University, commercial sales of goods or services owned by the University, or instructional programs carrying academic credit.*

**Check all that apply:**

- Transfers from other UEI accounts (explain): \_\_\_\_\_
- Program income related to a grant/contract (specify): \_\_\_\_\_
- Sales of goods or services (explain): \_\_\_\_\_
- Registration fees from conferences or workshops (specify): \_\_\_\_\_
- Other fees (NOTE: UEI cannot collect student fees. Explain): \_\_\_\_\_
- Other (explain): \_\_\_\_\_

Are funds from non-campus entities anticipated?  No  Yes (explain source and reason): \_\_\_\_\_

If revenue is from a nongovernmental organization, does the project director have a direct or indirect economic interest in it?

Not Applicable  No  Yes Explanation \_\_\_\_\_

**PART IV - EXPENSE TYPES**

**Nature of anticipated expenses. Check all expense types you may have during this agreement. A detailed budget may be requested as part of the review of this request.**

- |  |                                   |                                    |  |   |
|--|-----------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Salaries & Benefits           | <input type="checkbox"/> Supplies | <input type="checkbox"/> Postage   | <input type="checkbox"/> Computers/Printers  | <input type="checkbox"/> Room/Facility Rental |
| <input type="checkbox"/> Consultants/Contract Services | <input type="checkbox"/> Printing | <input type="checkbox"/> Telephone | <input type="checkbox"/> Equipment < \$5,000 | <input type="checkbox"/> Hospitality/Catering |
| <input type="checkbox"/> Stipends/Honoraria/Awards     | <input type="checkbox"/> Software | <input type="checkbox"/> Travel    | <input type="checkbox"/> Equipment > \$5,000 | <input type="checkbox"/> Other: _____         |

**PART V - COMPLIANCE AND RISK MANAGEMENT**

**This project will involve: (Check all that apply and explain checked items below. Use additional pages if necessary.)**

- |   |  |
|---|--|
| <input type="checkbox"/> Use of University Space              | <input type="checkbox"/> Biohazards, Hazardous Waste, Hazardous Chemicals or Radioactive Materials |
| <input type="checkbox"/> Use of University Equipment          | <input type="checkbox"/> International Components (Travel, Foreign Nationals, Exports, Etc.)       |
| <input type="checkbox"/> Human or Animal Subjects             | <input type="checkbox"/> Patents, Copyrights, or Proprietary Information                           |
| <input type="checkbox"/> Underage Children or Disabled Adults | <input type="checkbox"/> University Personnel Paid to Work on the Account                          |
| <input type="checkbox"/> Volunteers                           | <input type="checkbox"/> Other: _____  |

Explanation

**TERMS AND CONDITIONS**

**UEI agrees to monitor and enforce the following:**

- Negative balances are not allowed. Accounts with negative balances may be closed and will become the liability/responsibility of the project director and/or his or her affiliated department and/or college.
- The account will incur an administrative fee (fee structure set and approved by the UEI Executive Director/Board of Directors).
- UEI will not pay any interest on this fund.
- The agreement will end no later than 5 years from the start date and be reviewed on a 5 year cycle or upon end date if earlier.
- To continue this project activity past the project termination date referenced above, this form must be updated and reauthorized.
- Disposition of property will be in accordance with UEI Fixed Asset and Intangible Asset policy.
- Residual balances at the point of closeout may not be transferred outside of UEI.

**Project Director/Account Holder's Responsibilities include:**

- Ensuring all funds expended on this project will be for the purposes described herein.
- Exercising signature authority for expenses affiliated with this program and/or delegating authority to individuals with appropriate levels of responsibility.
- Certifying expenditures are in compliance with the educational mission of the University.
- Complying with any and all UEI policies, procedures and/or directives (as amended from time to time) including but not limited to expenditures, purchasing, and personnel.
- Reviewing and monitoring this project this project and reporting any discrepancies upon discovery.
- Adhering to UEI policy in regards to hiring, payment, and supervision of employees; complying with all wage and hour laws; and understanding that ONLY the Human Resources Director or designee has the legal authority to establish pay or appoint, reappoint, discipline, discharge or change an employee's work status.
- An authorized signer may not approve payments to him- or herself. Payments to the project director require the approval of the department chair, dean or, in the dean's absence, the associate dean. If the project director does not report to a college dean, the appropriate vice president must approve the payment.
- Submitting an updated Request form, if the purpose of the account changes, but at a minimum, every five years.

**College/Department Administrator agrees:**

- With the objective and benefits outlined in Part II.
- That this account may be established with the named Project Director authorized to sign for the account.
- Actively monitor the account
- To determine disposition of any remaining funds upon account expiration or conclusion of program.
- To appoint replacement Project Director in the event it becomes necessary.

<b>1. PROJECT DIRECTOR/ACCOUNT HOLDER:</b>	
<b>I understand and agree to the terms and conditions set forth above.</b>	
Name (Print): _____	
Title: _____	
Signature _____	Date _____

<b>2. COLLEGE/DEPARTMENT ADMINISTRATOR:</b>	
<b>I approve this request to establish an account at University Enterprises, Inc. for the purpose described herein.</b>	
College/Administrative Unit: _____	
Name (Print): _____	
Title: _____	
Signature _____	Date _____

<b>3. ADMINISTRATION AND BUSINESS AFFAIRS:</b>	
<b>It is appropriate and beneficial for the USP or campus program account to be established with UEI.</b>	
Name (Print): _____	
Title: <u>Vice President for Administration/CFO</u>	
<input type="checkbox"/> Yes, UEI University Support Program	
<input type="checkbox"/> Yes, as an Agency Fund for University with Approval of UEI	
<input type="checkbox"/> No (explain): _____	
Signature _____	Date _____

<b>4. UNIVERSITY ENTERPRISES, INC.:</b>	
<b>UEI accepts the request and agrees to establish the account.</b>	
Name (Print): _____	
Title: <u>Director, Sponsored Programs Administration</u>	
Signature _____	Date _____