

December 13, 2002

Club/Organization

Dear President:

Recently the California State University implemented a statewide policy which affects all clubs and organizations at Cal Poly Pomona who currently maintain off-campus financial accounts. Specifically, it states:

Pursuant to the California State University Board of Trustees, the Executive Orders 648 and 731 states that all funds received on behalf of the University, its auxiliaries or affiliated organizations are required to be administered through the campus' Chief Financial Officer, the Vice President of Administrative Affairs. Student clubs and organizations are identified as affiliated organizations. The policy further states that any account with a bank or financial institution not approved by the campus' Chief Financial Officer is strictly prohibited.

As a result of this change in CSU policy, all clubs and organizations at Cal Poly Pomona are required to close their off-campus accounts and open agency accounts in the Associated Student's Incorporated (ASI) Business Office. This must occur no later than January 31, 2003. This insures that the University is in compliance with the Executive Orders.

All clubs and organizations must transfer their off-campus accounts to ASI by January 31, 2003. If it is brought to the University's attention that a club or organization has an off-campus account:

- It will be reported to the Vice President for Administrative Affairs, the University's chief financial officer.
- The club or organization could face disciplinary action through the club and organization judicial process
- The individual/s who have the account in their name could face disciplinary action through the University judicial process.

If you should have any questions about this procedure, please do not hesitate to contact Janetta McDowell in the Office of Student Life at: (909) 869-2841.

Sincerely,

Rebecca Gutierrez Keeton, Ph.D.
Director, Office of Student Life and Cultural Centers

For further information please visit <http://www.csupomona.edu/~guidebook>