

## **Procedure to Establish Campus Programs through the CSU Fullerton Auxiliary Service Corporation (ASC)**

Effective July 1, 2020

In accordance with Integrated CSU Administrative Manual (ICSUAM) Section 13680.00 and Executive Order (E.O.) No. 1059, the procedure outlined below must be followed to determine proper ownership and administration of campus programs or activities. As defined in ICSUAM 13680.00, ownership includes the 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, and primary control or discretion over expenditures.

A campus program or activity is one with specific functions, outside of university instruction, that contributes to the educational mission of the campus. If the campus program or activity is closely related to instruction and integral to a department's mission, the campus activity or program is generally considered University-Owned and should be placed with the University. If the campus program or activity is more independent in nature and, ASC is willing to accept ownership, or significant efficiencies are gained by the program operating through the ASC, then the program or activity may be placed with the ASC upon approval of the VP for Administration and Finance/CFO.

Under no circumstances shall state revenues be deposited to, or be used to fund, ASC-owned campus programs or activities. Any state resources (i.e. facilities, services, staff...) used to operate an ASC campus program or activity must be fully reimbursed to the State on at least an annual basis. It is the responsibility of Project Director for the program to identify and ensure that state costs are fully reimbursed to the campus. Reimbursement may be processed through the University's [Request for Invoice process](#).

ASC campus programs may be approved or renewed for a maximum of 3 years. All new campus programs or activities must be jointly reviewed by ASC and the VP for Administration and Finance/CFO's designee, the University Controller, to determine where funds should be placed. All ASC campus programs must be approved by the ASC Executive Director/CFO. Final approval resides with the VP for Administration and Finance/CFO.

See Exhibit A for a diagram of the process flow for new ASC Campus Programs. See Exhibit B for the ASC Campus Program Agreement required to be executed by each ASC-owned Campus Program.

For questions regarding these procedures, please contact the Assistant Vice President of Financial Services and Administrative Systems/University Controller.

# Process Flow for New ASC Campus Programs

## Exhibit A

