

**CALIFORNIA STATE UNIVERSITY, FRESNO ASSOCIATION, INC.**  
**Trust/Agency Account Policy and Procedures**

The California State University, Fresno Association, Inc. (Association) provides Trust (or agency) accounts that are utilized for non-University activities, operations or programs for which the Association serves as a fiscal agent. The Association provides these “bank” accounts to various University-related entities at no charge. The usage of a trust/agency account may be revoked at any time due to fiscal irresponsibility by the account holders or if otherwise determined by the Association’s Chief Financial Officer. In order to qualify for a trust/agency account, the following criteria must be met:

1. The purpose of the activity must be supportive of the educational mission of the CSU and/or the mission of the Association.
2. Activity must not be prohibited for auxiliary organizations either by statute, Association policy or University policy.
3. Activity must be consistent with Association and University policies and procedures.

The Association’s Accounting Office is responsible for review of expenditure requests to ensure compliance with above, and that they are approved by authorized persons, and that sufficient funds are on deposit to cover the expenditure. Agency account signature lists will be updated every two (2) years, or when account changes occur, such as changes in authorized account signatures, purpose, etc.

**General Procedures:**

In accordance with the Trust/Agency Account policy, the following procedures will be followed:

1. At the beginning of every other fiscal year, new Agency Account/Trust Account forms must be completed including the purpose of the account and signatures of authorized persons.
2. These forms need to be signed by each unit director and the Association’s Chief Financial Officer.
3. All requests for payment must be submitted on a standard Association Authorization for Payment form signed by an authorized account signatory along with an original receipt or invoice that substantiates payment amount.
4. The Association Accounting office will verify there are sufficient funds in the account to process payment requests.

Approved December 7, 2004