

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
CAMPUS PROGRAM - TRUST ACCOUNT
AGREEMENT
FOR ESTABLISHMENT OR CONTINUATION

Essential Facts (Attach additional sheet(s) if more space is needed).

Project Title: _____

College/School/Division/Area: _____

Purpose: (Attach additional sheet(s) if more space is needed).

Source of Funds:

(If donation or gift then the Director of University Advancement must sign)

Allowable Expenditures:

Investment Instructions:

(Only those funds in excess of amount required to meet current expenditure commitments should be invested in accordance with HSU Sponsored Programs Foundation Investment Policy).

Date: _____

New Project:

Expected Duration: From _____ Until _____

(Trust Accounts should have an ending date that is three years from the start date but can be renewed).

Renewal of Existing Project effective date: _____

Disposition of funds at termination of trust project:

Upon dissolution of the trust account, unless the trust has specifically identified the method of distribution of net assets, the net assets shall either be transferred to the State or used by the University for educational purposes as the President may direct.

Agreements/Constraints/Restrictions (Attach supporting documentation).

Authorized Signer on the account

_____ Date _____

By signing this agreement, I agree to:

Notify HSU Sponsored Programs Foundation in writing of any changes to this agreement.

Agree that HSU Sponsored Programs Foundation may charge an administrative fee.

Agree that expenditures/administrative fees will not exceed deposited revenues.

Approval: _____ Date _____
Vice President

Approval: _____ Date _____
Director, University Advancement

Reviewed By:

_____ Date _____
HSU Sponsored Programs Foundation

Administrative Fee charged by HSU Sponsored Programs Foundation will be: _____

Per HSU Sponsored Programs Foundation Policy:

The Vice Presidents have the primary responsibility for approval and use of campus program - trust accounts in their respective areas. Additionally, the Director of University Advancement must review and approve the establishment of all accounts where the source of funds is gifts/donations. The President has review and approval authority on new accounts that do not fall directly under one of the Vice Presidents.

As the individual with primary responsibility for approval and use of campus trust accounts in their respective areas it shall be the responsibility of the Vice President to assume responsibility for any overdraft.

HSU Sponsored Programs Foundation will review and approve all accounts on behalf of the Sponsored Programs Foundation. As part of this review, HSU Sponsored Programs Foundation will work with the University to ensure that the source of funds deposited is clearly defined and to ensure that donation acknowledgement letters are not issued to donors contributing to project accounts over which they exercise authority.