

NEW
 REVISED

California State University, Stanislaus Trust Account Agreement

Note: Interest earned on excess balances in trust accounts is transferred to a University wide account in lieu of charging overhead on account activity.

REQUESTING DEPARTMENT: _____ DATE: _____

TRUST NAME: _____

BRIEF DESCRIPTION/PURPOSE OF TRUST ACTIVITY: _____

SOURCE OF RECEIPTS: _____

ANTICIPATED TYPES OF EXPENDITURES (PLEASE BE SPECIFIC): _____

DISPOSITION OF FUNDS UPON TERMINATION OF PROJECT/ACCOUNT	EXPIRATION
() TRANSFER TO RELATED GENERAL FUND ACCOUNT _____	() CONTINUOUS
() OTHER _____	() OTHER _____ (ending date)

INSTRUCTION FOR CLOSING ACCOUNT:
 () WHEN FINANCIAL SERVICES RECEIVES FORMAL NOTICE
 () OTHER _____

AUTHORIZED SIGNATURES FOR DISBURSEMENTS: Check box if two signatures are required for expenditures.

NAME	SIGNATURE	TITLE	EXT. NO.

APPROVALS:

DEPARTMENT CHAIR OR HEAD: _____

DEAN OR DIRECTOR: _____

A.V.P., FINANCIAL SERVICES: _____

TERMS OF AGREEMENT

1. Project account monthly statements are continuously available on-line for reconciliation with department records. If on-line records do not agree, Financial Services should be notified as soon as possible. Records are deemed to be in agreement if notification of error is not received.
2. All property, equipment and supplies shall become the property of the State and will be recorded, inventoried and accounted for as such. In the event the project is dissolved, all assets shall become State property subject to existing directives for disposition of same.
3. Negative account balances are not allowable under State Trust regulations. Accounts with negative balances that are not immediately resolved with Financial Services may be closed and will become the liability/responsibility of the department or area dean.

ACCOUNT INFORMATION:

REVENUE: _____
 EXPENSE: _____
 FUND DEPT PRGM PROJ
 CLASS: _____

FINANCIAL SERVICES USE ONLY:

DATE ESTABLISHED: _____
 CASHIERS DETAIL CODE: _____
 PAYROLL HEADER: _____
 I/O ACCOUNTS: _____