

CHAPTER 5

BUSINESS AFFAIRS

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500 FINANCIAL OPERATIONS

501 Budgeting

The development of the university Support (Operating) Budget begins approximately one and one-half years before it is effective. The formation of the budget is based on the concept of a Base Line Budget (BLB), a Program Maintenance Proposal Budget (PMP), and Program Change Proposals (PCP).

A. Base Line Budget

This process consists of adjustments to the previous year's appropriations, to provide for mandatory budget increases such as price increases due to inflation, increases in staff benefit rates, and cost of salary step adjustments of current employees. Thus, this process restates last year's operations in terms of this year's prices, and is addressed and calculated independent of budget consideration for prospective changes in student enrollment or facilities. The Chancellor's Office of Budget Planning and Administration staff assembles the Base Line Budget based on information supplied by the Department of Finance regarding price and benefit increases and from the campuses regarding salary step adjustments.

B. Program Maintenance Proposal Budget

This process identifies those costs that are attributable to workload changes and to accommodate growth in student enrollment and facilities. The calculation of the costs of these workload and growth factors is essentially based upon formulas and standards previously used in support budgets approved by the executive and legislative branches of state government. This projection, therefore, reflects all those costs that will be required to maintain the quality of the program at approved workload standards.

In the Spring of each year, various campus departments and offices are requested to review budget input variables for use in the formulas that generate the PMP Budget. These input variables include such items as enrollment data, square footage, application volume, etc., projected for the campus. Certain campus offices are contacted to provide other items for which there exist no PMP formulas. These items take the form of budget notes which include such data as space rental, utility projections, communications projections, etc. Campus units are also asked to provide projections of personal services and operating expense needs to aid in the relative distribution of funds allocated on a campus-wide basis. Based on these inputs a detailed printout is developed and is supplied to the campus, normally in April. The campus is given an opportunity to react to this material during the budget discussions held during the months of May and June. Depending on revised input data, the campus PMP budget detail may undergo several adjustments before it is finalized. In addition, on a continuing basis the Chancellor's Office of Budget Planning and Administration reviews existing formulas with the help of campuses leading to periodic revisions and additions.

C. Program Change Proposal Budget

This process identifies those costs which are not merely mandatory price increases or technical budget adjustments for program size. It presents all costs for new programs, changes in existing programs and trade-offs. Thus, this projection defines changes in the real character of the program of the California State University. After campuses identify and submit Program Change Proposals and rank systemwide proposals, these submissions are reviewed by the Chancellor's staff. Those most crucial in meeting existing and projected program requirements of The California State University are selected for inclusion in the Trustee's budget request.

The System Program Change Proposal process takes place simultaneously with the PMP process through system input to the Board of Trustees. The Chancellor's staff develops for consideration by the Executive Council, the Statewide Academic Senate, the Student Presidents' Association and the campuses, an initial System Program Change Proposal listing. These groups are asked to rank the proposals and occasionally are asked to submit supportive materials related to the proposals. Ultimately, this list is compiled for inclusion in the Trustees' Budget request. The campuses are also afforded the opportunity to submit Program Change Proposals that are essentially unique to individual campuses. Individual Program Change Proposals are reviewed locally. Those that are approved for submission by the campus are subject to further review by the Chancellor's staff. At this point, the proposal may be joined with proposals from other campuses to form a System Program Change Proposal, included in the Program Maintenance Budget, modified and subsequently approved and incorporated in the list of campus Program Change Proposals, or they may be rejected.

- D. The Chancellor's Office of Budget Planning and Administration staff consolidates the individual campus budgets into a system-wide budget including the Base Line Adjustments, the Program Maintenance Proposals and the Program Change Proposals. This is presented to the Trustees of The California State University; after approval by the Trustees it is presented to the State Department of Finance.
- E. The State Department of Finance, under the direction of the Governor, prepares the statewide budget for presentation to the Legislature. The budget enacted by the Legislature and signed by the Governor becomes the official Support (Operating) Budget for the coming fiscal year.
- F. When the approved Cal Poly, SLO budget is received, the Vice President, Business Affairs provides each appropriate area with budget allocation information for the year. The Accounting Records and Reports section of the Financial Operations Department maintains cumulative budgetary account balances for all university areas.
- G. Proposed budget transfers within schools, division and program areas must be endorsed by the respective school dean, division head or program manager. (i.e., Vice President, Academic Affairs; Director of the Library; Vice President, Information Systems).

Proposed budget transfers between schools, divisions and program areas administered by the Vice President, Academic Affairs must be endorsed by the Vice President, Academic Affairs. Likewise, proposed budget transfers between departments and program areas administered by the Vice President for University Relations, division head, or manager must be endorsed by them (i.e., a budget transfer request from the Placement cost center to the Counseling cost center must be endorsed by the Dean of Students).

Proposed budget transfers between program areas administered by the Vice President, Academic Affairs; Vice President for University Relations; Vice President, Business Affairs; Vice President, Information Systems; Executive Dean; Dean of Students and the Director of Personnel and Employee Relations require approval of the President.

NOTE: The "use" of budgeted resources between schools, divisions or other program areas is prohibited (i.e., Student Assistant payroll from one school being turned in under another school's account number).

All requests for transfers involving funds related to regularly established positions must be submitted to the Budget Office as soon as possible, but no later than the 10th of the month in which the transfer is to be effective.

Requests for transfers of Operating Expense & Equipment budget allotments and blanket positions (i.e., Student Assistants, Temporary Help, etc.) should be submitted on a monthly basis during the fiscal year, with June 15th being the last day for the month of June.

502 Accounting Services

The Accounting Services Office of the Fiscal Operations Department records, summarizes, and reports on the fiscal transactions and related operating statistics of the university.

502.1 Transaction Control

The Transaction Control Unit is responsible for receiving and organizing accounting source documents, keypunching, and verifying data from the source documents, evaluating batch and edit proof runs against batch control totals to ensure the accuracy of systems input, coordinating with campus Computer Services Center Data Control Office, maintenance of input registers to provide controls for the review of computer-generated output, distribution of management reports, and maintenance of software used in generating management reports. Information concerning management report availability or distribution may be obtained from Transaction Control, extension 1186.

502.2 Financial Reports

The Financial Reports Unit is responsible for the preparation of adjusting journal entries, maintenance of financial and accounting records, confirmation or reconciliation of subsidiary accounting records to control accounts and of campus accounts to records maintained by the Chancellor's Office and the State Controller, in preparation of periodic financial statements and other financial and statistical reports as required.

Information concerning financial data or management reports may be obtained from Financial Reports, extension 2242.

502.3 Collections and Disbursements

A. Accounts Payable

State Claims Schedule (bill paying) procedures are substantially similar to Accounts Payable processes associated with commercial systems of accounting. The Accounts Payable Unit processes for payment by the State Controller all State obligations for materials and services including reimbursements for travel expenses, and other Revolving Fund disbursements. Information concerning the payment of State obligations may be obtained from the Accounts Payable Unit, extension 2291.

B. Cashiering

The University Cashier is responsible for the receipting of all cash received by the university. The Cashier, Administration 131-E, has business hours between 8:00 a.m. and 4:30 p.m., Monday through Friday.

The Cashier is responsible for assembling for distribution the checks (payroll warrants) for monthly and hourly university personnel. Payroll warrants for monthly personnel are available on payday at the Cashier's Office. Departmental batching of payroll warrants for distribution and procedures for issuance of warrants directly to the employee's bank are described in CAM 323.1.

C. Housing Accounting

Accounting for Dormitory Revenue Fund--Housing is the responsibility of the Housing Accounting unit. Information concerning the status of student resident accounts may be obtained from the Housing Accounting unit, extension 2812.

D. Parking Accounting

Accounting for Parking Revenue Fund is the responsibility of the Parking Clerk. Information concerning Parking Accounting may be obtained from the Parking Clerk, extension 1428.

502.4 Accounts Receivable

University invoices are prepared and submitted by the Accounts Receivable unit. Information concerning invoices received from or amounts due the university may be obtained from the Accounts Receivable unit, extension 1428.

502.5 Property Accounting

A. Responsibility

Accountability for the location of all nonexpendable property and equipment owned by the State is vested in the Property Accounting Supervisor. The Property Accounting unit processes all necessary transactions and maintains detailed records and documents essential to the proper control of university-owned property and equipment.

All accountable property is assigned a property identification number with a tag, a decal, or by etching as soon as feasible upon delivery of the item to the university. Property identification by number is the responsibility of the Property Accounting Supervisor.

B. Inventory

An important control device and one required by Statewide regulations is the perpetual property and equipment inventory record maintained by the Property Accounting Unit. This inventory record reflects the status of all university property and equipment of record at any time. In order to certify to the accuracy of the inventory, a physical verification is made at least once each 12 months.

C. Disposing of Property and Equipment

Accountability for nonexpendable property and equipment can be relieved only by authorized transfer or survey. All retirements other than off-campus transfers of location must be accounted for by a Property Survey Report, Form 152, which is prepared by the Property Accounting Supervisor. On-campus transfers are to be made by means of memoranda addressed to the Property Accounting Supervisor. Off-campus transfers are accounted for on a Transfer of Location of Equipment Report, Form 158.

1. Procedure, General

Notify the Property Accounting Supervisor, through the department head, of the property or equipment to be surveyed. Surveys should be requested on "Request for Property Survey Report" form, available from the Property Accounting Supervisor. A complete description of an equipment item, including the equipment number and serial number, if available should be given. A Property Survey Report will be prepared by the Property Accounting Supervisor in accordance with Sections 8656-8657 of the State Administrative Manual. Direct any questions to the chairperson, Property Survey Board, extension 2234.

Replacement of surveyed equipment can be accomplished only through the budget process. The Property Accounting Supervisor forwards the completed Property Survey Report to the appropriate member of the Property Survey Board. The Chairperson of the Property Survey Board, receives and approves the document and forwards it to the Property Accounting Supervisor. It is then the responsibility of the Procurement and Support Services Officer to coordinate the disposal of surveyed property and equipment.

2. Procedure, Vehicle

- a. On receipt of approved authorization to dispose of a vehicle, the Property Accounting Supervisor will notify the Purchasing Office. The Purchasing Office in conjunction with the Transportation Services section of the Procurement and Support Services Department will set a date for removing the vehicle from service, based on the expected receipt of the replacement vehicle. When the vehicle is removed from service, it will be stored in a designated area within the Transportation Services yard, and the keys turned over to the Transportation Services Supervisor, pending final disposition.
- b. If, after a vehicle has been removed from service, a university representative deems it expedient to return the previously surveyed vehicle to service, the representative will submit a written request detailing the need for this vehicle to the Procurement and Support Services Officer. If the replacement vehicle has been ordered, it must be determined by the Procurement and Support Services Officer if that order is to be cancelled, another vehicle be identified to be surveyed or if the purchase of the replacement vehicle is to proceed, meaning adding a vehicle to the university's inventory.
- c. If the Procurement and Support Services Officer deems it to be in the best interest of the State to return a previously surveyed vehicle to service within the university's administrative jurisdiction, the chairperson of the Property Survey Board will notify the Property Accounting Supervisor by copy of the Procurement and Support Officer's authorization, who will amend or revise the original authorized disposition of the surveyed vehicle.
- d. If returning a previously surveyed vehicle to service results in an increase in the number of vehicles appearing on the university's inventory records, the Procurement and Support Services Officer will submit a written request to the Auxiliary and Business Services Office, Office of the Chancellor, with a justification for the addition. Pending approval by the Office of the Vice Chancellor for Business Affairs, the previously surveyed vehicle will remain in the custody of Transportation Services. Upon receipt of written approval, the vehicle will be returned to service to the university representative who initiated the request.

3. Surveys - Lost and Stolen Property and Equipment

As soon as possible after determining that university property or equipment has been lost or stolen, the individual who is accountable for the property or equipment should notify the Director, Public Safety (extension 2281) and then make a complete written report through the department head or supervisor to the school dean or division head for transmittal to the Property Accounting Supervisor. A copy of the report should be sent to the Public Safety Department. (See CAM 553.)

Survey reports are prepared by the Property Accounting Supervisor and signatures obtained in the usual manner.

Property or equipment lost or stolen must be charged against the responsible individual unless the fact can be established that the loss was due to circumstances over which the individual had no control.

4. Property, Responsibility for

State-owned property and equipment consigned to a department or other operating unit of the university is subject to the custodial responsibility of personnel within the particular area of consignment. Designated personnel will sign official inventory records and assume primary custodial accountability for listed property. The Property Accounting Supervisor will immediately be notified of the proposed transfer of custodianship of property or equipment from one person to another.

D. Fabricated Equipment

All items of equipment, additions to equipment, and additions to structures, constructed locally either as a class project or by university personnel, should be reported to the Property Accounting Supervisor as soon as possible after the job has been completed. Such items must be placed on the property records. Information needed includes:

1. Cost to construct, including labor and material
2. A concise description of the item
3. Where the item is located

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Student Accounts (Financial Aid)

As a guiding principle, all student financial aid activities (scholarships and loans) are administered by the university. All student financial aid awards and/or loans are coordinated and approved by the university's Director of Financial Aid.

The disbursement and collection of financial aid funds are handled by the Student Accounts Section of the Fiscal Operations Department. Fiscal information concerning the program may be obtained from the Student Accounts Office, extension 2773. The Student Accounts Office is located in Administration 211.

Relief of accountability for uncollectible loans receivable (other than National Direct Student Loans) is obtained following the authority and procedures in SUAM 3720.12. Approval for relief of accountability is made by the Financial Aid Loan Committee.

504

Payroll Services

The Payroll Services Office of the Fiscal Operations Department is located in Administration 109. This office is responsible for documentation and support of salary payments to all faculty, staff, and students employed under the State payroll plan. Another function of the Payroll Services Office is the maintenance of attendance records. These records are updated monthly by recording the sick leave and vacation time used and crediting the time earned.

Information concerning payroll, such as leave records, payroll irregularities, payroll deductions, may be obtained from the Payroll Services Office, extension 2605.

510 PURCHASING, STATE FUNDS

511 Function and Authority of University Purchasing Office

The University Purchasing Office Supervisor reviews all requests for services or materials and determines if the request is appropriate and in accordance with university and State purchasing policy. Each department is given a copy of its approved operating budget. The operating (OE) funds are controlled by amount, while equipment (P&E) funds are controlled by a definite item number as well as amount. All purchase orders, purchase estimates, contracts, etc., are prepared by the Purchasing Office. (See CAM 590, Foundation Services.)

512 Purchasing Procedures

512.1 Requisitioning

All purchases are initiated on a purchase requisition form available in the Purchasing Office. The requisition must show department requesting the purchase, the vendor, items to be purchased, including number of units, unit cost, total amount, date wanted, budgetary designation against which the charge is to be made and contract number if applicable. The requisition is signed by the department head and routed in accordance with the department and/or school/division delegation of authority. After approval, route all requisitions to the Purchasing Office.

A. Support Budget Equipment

Instructional

At the onset of each fiscal year the Vice President, Academic Affairs releases to the instructional deans the approved school priority lists for Instructional Replacement Equipment and the dollar allocations for Regular Equipment. Both the Instructional Replacement priority lists and the Regular Equipment dollar allocations are based on models which serve as a guide to the Vice President, Academic Affairs and the School Deans. If any substitution or addition is desired for the Instructional Replacement Equipment list, a written explanation of need (with a copy to the Budget Office) must accompany the purchase requisition and be approved by the appropriate school dean. Savings which are realized from the purchase of approved items may be applied toward the purchase of additional items after notifying the Budget Office. Items on the Instructional Replacement Equipment list are restricted to equipment used directly in the instructional process and each item purchased must be related to an item of equipment being surveyed. Items purchased from the Regular Equipment allocation may be additional or replacement equipment for instructional or office use. The University Property Clerk will process the necessary survey forms (Standard Form 152) and will oversee the disposal of the property after approval by the University Property Survey Board. Proceeds received from the sale of surveyed equipment is purchased only if the equipment was originally budgeted for trade-in or sale.

Non-Instructional

The approved non-instructional Regular Equipment dollar allocations are released by the Vice President to the program managers, i.e., Vice President, Academic Affairs; Vice President of University Relations; and Student Affairs at the beginning of the fiscal year. The allocations are based upon equipment lists supplied by the individual areas and prioritized by the program managers.

B. Capital Outlay Budget Equipment

Substitutions and proposed use of savings from capital outlay equipment funds may be made at any time during the year, subject to certain conditions. Substitutions not exceeding \$10,000 may be approved locally. Substitutions in excess of \$10,000 must be forwarded to the Chancellor's Office. Justification should accompany the requisition and include (a) an explanation of the need and urgency of the newly requested item, (b) why we should forgo budgeted equipment, and (c) the reason the requested item was not budgeted. The requisition will be routed to the appropriate school dean/division head for approval and then to the Vice President, Business Affairs for further processing or final approval.

512.2 Purchases

Purchase orders will be issued by the university Purchasing Office or by the State Office of Procurement in accordance with the following:

A. Purchases under \$1,000 (Informal Bid)

Price quotations should be obtained on all purchases of less than \$1,000 or less unless the Procurement and Support Services Officer determines that it is not in the best interests of the State. The need for quotations will be based on availability of vendors, delivery requirements and estimated savings through competitive purchasing methods.

B. Purchases of \$1,000 to \$5,000 (Informal Bid)

Price quotations must be obtained on all purchases where the dollar amount is \$1,000 up to (but not including) \$5,000. Quotations will be solicited from a minimum of three (3) vendors (including vendors suggested by the campus ordering department). Efforts will be made to include "small business" or "minority-owned firms."

C. Purchases of \$5,000 and Over (Formal Bid)

Purchases of \$5,000 and over must be formally bid and awarded to the lowest bidder meeting specification.

To ensure full competitive bids, the campus will solicit bids from as many responsible bidders as possible. Every effort will be made to include "small business" or "minority-owned firms."

D. Contract Purchases

The State of California has contracted for many categories of equipment and supplies. A complete list of contracts is maintained by the university Purchasing Office. Additionally, copies of contracts are issued to known using departments. If the particular equipment or supplies are available on a contract, the contract source must be used unless an exemption is granted by the university Purchasing Office. Order contract items in accordance with CAM 512.1.

E. Splitting of Orders

Splitting of orders into a series of amounts less than the various monetary limits in an attempt to circumvent established procedure cannot be permitted. Departments should plan their supply requirements and consolidate orders, thereby obtaining the lower prices which normally can be secured through quantity and consolidated purchasing.

F. Request for Sole Source Purchase (No Substitutions)

Requests for sole source or no substitution must be accompanied by a written justification which will include the following:

1. The unique performance factors of the product specified
2. Why these specific factors are required
3. What other products have been examined and rejected and why

Requests submitted without adequate information in support of a sole source or no substitution purchase will be returned to the requisitioner.

G. Rush Orders

If the normal ordering procedures as outlined do not meet the needs of a given situation, contact the university Purchasing Office for assistance.

512.3 Subscriptions and Memberships

Requests for subscriptions and memberships are prepared on a purchase requisition and submitted to the Periodicals section of the Library. The library personnel will place the order and upon receipt of an invoice forward it with the purchase requisition to the Purchasing Office for processing. Direct all inquiries regarding subscriptions and memberships to Library Periodicals.

512.4 Petty Cash Purchases

If an item is immediately available locally and costs \$50 or less, exclusive of sales tax (and acquisition is not otherwise controlled or restricted as it is for printing, textbooks, etc.), the using department may buy for cash and submit the sales receipt marked "paid" to the Purchasing Office for reimbursement. Submission of the receipt is limited to thirty days from date of purchase, and not more than \$50 of supplies may be purchased from one vendor in one day by one department. In case a student assistant presents a receipt, payment must be approved by a faculty member. Cash will not be mailed. Splitting of purchases to avoid the \$50 limit cannot be permitted.

512.5 Office Supplies

Standard office supplies are stocked in the University Warehouse. They may be ordered through the departmental secretaries. Each departmental secretary has supply order forms and a catalog listing standard supplies which are available through this purchasing system.

512.6 Printing

A. Printing Requests

Requests for printing are to be made on a purchase requisition, showing quantity, size, color, and copy desired. The Purchasing Office will then place the order with the State Printing Office, or may secure the services of a local printer if the job is of an urgent nature and does not exceed \$1,000. When the university has printing requirements in excess of \$1,000 which the Office of State Printing is not equipped to produce or for which they cannot meet a deadline, the Purchasing Office will request approval from the State Printer to use a private printing service. This approval must be obtained prior to any commitment to a private printing service. (See CAM 590, Foundation Services.)

B. Duplication and Reproduction

See CAM 531.

C. Graphic Communication Department Services

The Graphic Communication Department sponsors a Foundation funded student printing project group known as University Graphics System. The university's Graphic Communication Department is limited by law as to what it may print. Examples of printing jobs which may be accepted include: projects considered essential to student activities, student body operations, and other non-State fund printing such as that needed in the operations of the Foundation. All such jobs must be acceptable to the Graphic Communication Department on the individual job's instructional value. Charges for printing are based upon cost of production. Billing and collecting are handled through the Foundation Business Office. The following procedures apply to printing jobs to be handled by the Graphic Communication Department:

1. Any faculty/staff member or student organization desiring official printing to be done in the university's Graphic Communication Department will take complete copy and layout of the job to the Graphic Communication Department, obtain two copies of "Application for Printing" form and an estimate of the cost of the job.
2. After the form has been correctly filled out in duplicate and signed by the faculty adviser or sponsor of the organization or department requesting the printing, they will submit copy and layout to the Director of Public Affairs for administrative approval. The Director of Public Affairs retains the original and sends the duplicate to the Graphic Communication Department.
3. An A.S.I. or student organization purchase order in an amount sufficient to cover the estimated cost of the printing job for these organizations must be secured and submitted along with the copy of the approved application, copy, and layout to the Graphic Communication Department.
4. Printing jobs which recur periodically on a definite schedule can be approved for printing on the basis of the total job on one application form.

512.7 Servicing and Repair of Equipment

Repairs to office equipment (whether or not under annual service contract) are requested by phone through the Purchasing Office. The proper vendor will be contacted and necessary paperwork prepared.

Repairs to equipment which is to be shipped off campus will be initiated on a purchase requisition and necessary information provided to accomplish the repair. Requisitions will be sent directly to the University Warehouse where shipping documents will be prepared. Upon completion of the repair and receipt of an invoice, a confirming purchase order will be prepared charging the appropriate department for costs involved.

512.8 Surplus Property

Such items as hardware, tools, vehicles, and construction material are examples of items which are available through the State agency for surplus property. Warehouses are located in Sacramento and Fullerton. Items are secured from this agency at 10% to 15% of "fair market value" which covers cost of handling and transportation. All contacts are to be made by the University Procurement and Support Services Officer, who is accredited to visit all surplus depots. However, authorization may be obtained for any university employee to visit the depots by requesting written authorization from the Purchasing Office in advance of the planned visit. After a selection is made, either by the coordinator or the designated employee, the Purchasing Office will issue a purchase order to complete the purchase. Additionally, a circular is published periodically which offers surplus items for sale. These items are to be requisitioned in accordance with CAM 512.1.

512.9 Receiving

All items purchased with State funds, except petty cash items and items picked up by department must be received and examined to establish condition at time of receipt and conformance to invoice by the Receiving section, which is located in the University Warehouse. This section is responsible for documenting all receipts of merchandise which have been ordered and for providing this information to the Purchasing Office on a daily basis. All claims for freight damage are filed by the Receiving section.

513 Contracts

Contracts for public works, services, equipment repairs, and rental are prepared and administered by the Purchasing Office.

514 Furniture for New Budgeted Positions

Furniture for new budgeted positions is ordered by the Purchasing Office based on budgeted new positions for faculty and staff and is stocked in the University Warehouse. Requests for the furniture are to be made to the university Purchasing Office by the respective department head. A memo outlining the department's needs is preferred. (See CAM 272.)

530 OFFICE SERVICES

531 Duplication

The Duplication Center in the University Warehouse is equipped and staffed to do complete copy work, using offset methods. Collating and stapling and special handling such as stitching, cutting, and photo offset can be accommodated. Also, there are many types of copy machines located in departments on the campus.

Only material classified as official university business may be duplicated on these machines.

531.1 Procedures

Requests for duplication should be made sufficiently in advance to assure receipt of work by the time needed. A duplicating request form should be filled out completely, including account number to be charged. Copy submitted should be "camera ready" to insure proper reproduction. Master copies will be returned to the originator. A destruction process is available in the Duplication Center if it is preferred to have the masters destroyed.

531.2 Authorization

For duplicated materials intended for distribution off campus, authorization is required from a department head, division head, or school dean, and the Director of Public Affairs. (See CAM 720.)

Teaching faculty may authorize duplication of instructional materials intended for distribution on campus.

Requests for duplication of material for the University Club and the Women's Club can be accepted as official university business upon approval of the respective club president. Such material is to be routed through the Director of Public Affairs who will arrange for its reproduction in the Duplication Center.

531.3 Reproduced Instructional Material

A limited quantity of instructional materials (in addition to tests and exams) may be reproduced for distribution to students at no cost to them. When instructional materials are needed in greater quantity, they will be ordered through El Corral Bookstore under procedures established for that purpose. (See CAM 238.)

Individuals, departments, and schools are responsible for complying with copyright laws.

Persons who have questions related to capabilities of the Duplication Center may phone extension 2195.

531.4 Copy Machines

Copy machines for general university use are located in the following areas:

Administration - 110, 115, 121, 125A, 128, 131D, 206, 212, 219, 307, 313, 402
 Agriculture Building - 101, 212
 Air Conditioning - 105
 Alumni House
 Architecture - 212
 Business Administration and Education - 114
 Chase Hall
 Civil Engineering Annex 116
 Computer Center - 101
 Cottage #1
 Faculty Office Building - 13C, 35H
 Fisher - 282
 Health Center - 10
 Herron Hall - 109
 Hillcrest
 Housing
 Journalism - 227
 Library - 222, 311
 Mathematics and Home Economics - 136A, 153
 Music - 129
 Physical Education - 122
 Plant Operations
 Public Safety
 Receiving/Warehouse
 Residence Hall Services
 Science - C36, D1
 Transportation
 University Union - 217

The departmental copy machine meter is required and will operate any of these machines. The machines are for official university business only. Machines for personal use are located in the Library, Room 110B, and the the University Union.

531.5 Test Scoring Machines

Scan-Tron test scoring computers are available at four locations on campus:

Business Administration and Education	Room 104
Engineering West	Room 5
Erhart Agriculture	Room 203
Science North	Room 114

Forms for use in the machines are available from the university Warehouse. If further information is desired, contact the Purchasing Office, extension 2231.

531.6 Microcomputer Software Packages

There is considerable hazard to the university, particularly for reproducing of microcomputer software packages that the university acquires. Rights of licensors must be respected by all. How to enforce this right is indicated below:

- A. Post notices explaining our policy on all units that have facilities for copying from the computer in transportable form.
- B. Require all university employees who acquire software to sign a statement wherein they agree to protect the licensor's rights.
- C. Inform students in computer classes that software piracy is a crime.
- D. Keep all copies of software secure from "borrowing" and paste a notice of campus policy on them.

532 Mail

532.1 Addressing Service

Addressing service using computer printed labels is available. If further information is desired, contact the Duplication Center Supervisor, extension 2195.

532.2 Campus Mail Delivery Service

Service is provided for delivery and pickup of official university mail and interdepartmental correspondence twice daily, Monday through Friday; and one pickup and delivery on Saturday. Campus mail is addressed by department, not by room number.

532.3 Campus U.S. Post Office

For convenience in handling outgoing personal mail, a U.S. Post Office substation (unmanned kiosk) is located at the intersection of Campus Way and the South Inner Perimeter Road, adjacent to the Science building. Outgoing mail services are available there 24 hours per day, 7 days a week. A direct, free telephone line to the downtown U.S. Post Office may be used to secure postal information. Stamps, postcards, stamped envelopes, postal scales, postal rate instructions, and mail deposit slots for both letters and packages are available in the kiosk.

532.4 Mailing University Publications (2nd class and bulk mailings)

All university publications (announcements, catalogs, brochures) bearing the second class mailing permit or bulk mailings must be mailed through the Mail Center in the University Warehouse. For information about the preparation of bulk mailings, and filing of appropriate forms prior to mailing, contact the Mail Center, extension 1492.

532.5 Outgoing U.S. Mail

Outgoing mail service is provided on a regular schedule from convenient U. S. mail boxes situated at various points on the campus. Outgoing official university mail is collected twice daily by the campus mail delivery service and is taken to the Mail Center in the University Warehouse where it is sorted and metered. Mail and/or packages must be accompanied by appropriate forms. Forms may be requested by calling the Mail Center (1492) or Warehouse (2872).

All outgoing official university mail is metered in the Mail Center if received prior to 4:45 p.m., Monday through Friday, and 11:45 a.m. on Saturday. University postage, may be used for official university business only.

532.6 Use of University Postage Meter

University postage and postage meter shall be used for official university mail only. For this purpose, official university mail is defined as that required to further the purpose of the university and is limited to mail necessary for the conduct of the sender's official university responsibilities, as contrasted to mail sent primarily for the sender's personal interest or benefit.

Official university mail also includes mail for official university-related organizations, such as El Corral Bookstore, Associated Students, Inc., Cal Poly Foundation, Cal Poly Alumni Association, Bureau of Agricultural Education, and university-sponsored workshops. A record of metered postage used is maintained and each organization is billed monthly.

As a courtesy to other university-related organizations on campus such as the Cal Poly Women's Club, university-recognized student organizations, or the University Club who have large mailings, the university postage meter is used. A record of metered postage used is maintained and the organization is billed by the university.

532.7 Incoming/Outgoing Mail

Mail addressed to the university is picked up by campus mail service personnel at the U.S. Post Office three times a day; 7:00 a.m., 9:00 a.m. and 4:30 p.m. At 11:00 a.m. the U.S. Postal Service makes one scheduled pick-up and delivery to the University Mail Center, which includes the registered or insured mail for the campus. The balance of the daily outgoing mail is taken by campus mail service personnel to the U.S. Post Office at 4:30 p.m.

Because of the volume involved, faculty, staff, and students living off campus are requested to have their personal mail addressed to their homes or off-campus residences.

533 Notary Public

A Notary Public is available in the General Office section, Administration building, room 125, and in the Personnel Office, Administration building, room 110, for notarization of State documents. The Notary may notarize personal documents for faculty, staff, and students, free of charge.

534 Stenographic and Clerical Services

University-provided stenographic and clerical services are made available to facilitate the conduct of official university business. Such services may not be used for work of a personal nature or work unrelated to official responsibilities.

534.1 Schools and Departments

Each school and department is staffed with stenographic and clerical personnel to assist the faculty in preparation and duplication of necessary official university correspondence and instructional materials. Also, most departments have student assistants to augment the regular staff and to assist with routine clerical work such as filing and duplicating.

534.2 General Office - Administration Building, Room 125

- A. Provides supporting clerical services to the various instructional departmental secretaries and instructional clerical personnel on a high priority basis. The office also provides supporting clerical services to the various administrative offices when staffing permits.
- B. Provides mail delivery service to the Administration Building on a twice-a-day schedule.
- C. Provides relief staffing for vacation and sick leave for instructional departmental secretaries, instructional support clerical personnel, and instructional administrative offices.
- D. Provides the services of a Word Processing system. Form letters to different addresses within reasonable numerical limits can be prepared (individually typed) and the basic letter stored on tape for future use. Form letters with variable information in the content can also be prepared. If a letter will be used periodically, please notify the General Office Supervisor. Rough drafts of original material can be prepared, returned to the originator for editing, and then typed in final form with greater speed and accuracy than if each draft is manually typed.
- E. The General Office has a telecopier facsimile transceiver available for sending and receiving official university documents. This service provides the capability to send or receive a copy of a document within minutes.

Scheduling of clerical work in advance is required in order that all work can be accommodated. Requests for services should be directed to the supervisor of the General Office.

534.3 Dictation Service (Telephone)

Dictation service is available through campus phones. The system may be used any time, day or night, and the message is recorded on an endless belt machine.

The General Office, extension 2181, will provide information on how to use the phone dictation system.

534.4 Correspondence

Official university business correspondence should be handled by department and school clerical personnel. Overflow stenographic work may be scheduled through the General Office.

A. Letters

For off-campus directed letters, the originator's initials and the initials of the stenographer appear on the green file copy only. When writing for another person, initials of the writer should appear on the green file copy and may also appear on the writer's copy.

The green copy goes to the person signing the letter. Internal copy distribution should show on all copies sent to persons for their information. Tissue letterhead is used for off-campus directed copies and plain tissue copy paper for on-campus distribution.

B. Memos

Memorandum forms are used for on-campus correspondence, and usually for inter-campus correspondence (i.e., State University and College campuses and their administrative offices). On-campus memoranda should list on the original, and all copies, the names of the persons to whom copies are directed. Tissue memorandum forms are used when correspondence is directed to more than one person. Plain tissue is used for the informational copies.

Envelopes to be used for mailing the original and all copies of the correspondence are to be provided by the office preparing the correspondence.

A green file copy is made for all correspondence.

535 Telephone and Telegraph

A Centrex and ATSS telephone system is in use on this campus. The campus switchboard is located in the lobby of the Administration Building at the Information Desk. The desk is open Monday through Friday, 7:30 a.m. to 5 p.m., unless special summer hours are in effect for the university.

535.1 Measured Line Service, ATSS and WATS

The university is charged for local calls under the individual line measured service provided by Pacific Bell for all business customers. Currently each local call placed Monday through Friday, 8 a.m. to 5 p.m. costs 4 cents for the first minute or less and 1 cent for each additional minute. Calls made Monday through Friday between 5 p.m. and 11 p.m. receive a 30 percent discount. Calls made at night 11 p.m. to 8 a.m. or anytime on weekends and certain holidays receive a 60 percent discount. Charges for these calls are made to the individual department placing the calls.

The university telephone system is connected with a system of State leased lines for long distance calls known as the Automatic Telecommunication Switching System (ATSS). This system also permits us to have access to the State WATS lines (Wide-Area Telephone Service). These leased lines provide an economical method for making both in-State and out-of-State long distance calls. Detailed instructions are printed in the front section of the Campus Directory. ATSS lines are available 24 hours a day, 7 days a week.

The university is charged for the use of the ATSS system and WATS lines through an automatic accounting system used for billing and audit purposes. Each department is allocated funds for its long distance, ATSS and local call measured service and is responsible for calls made from telephones in its area.

Personal long distance calls shall not be made from State telephones unless arrangements are made with the long distance telephone operator at the time the call is placed to have the call billed to the caller's calling card or to place the call "collect." Personal long distance calls shall not be made over State leased lines (ATSS or WATS). (See State Administrative Manual, Section 4533.)

Telephone calls involving local call measured service and directory assistance should be used only for official university business.

535.2 New Telephones and Reassignment of Existing Telephones

Requests for new service or changes in existing service should be directed to Telecommunication Services by the department head via the school dean or division head.

Telecommunication Services is budget to provide for the installation of the following services:

1. Telephones in new offices.
2. Additional telephone sets for new positions.
3. Moves to new buildings.

Installations which are charged to the requesting departments include the following:

1. Make sets modular,
2. Add jacks to sets or install separate jacks for existing lines.
3. Move existing telephones in offices.
4. Move telephone numbers with faculty members who change offices unless their former office will no longer be used as an office.
5. Add longer cords.

All questions pertaining to phone service and contacts with the telephone companies should also be directed to Telecommunication Services.

535.3 Campus Directory

The Campus Directory is published once a year. It gives full information on how to use the university telephone system and ATSS State leased lines and lists campus extensions for all employees and departments. It is for use of university personnel only and is not available for off-campus distribution. All on-campus agencies and departments should notify the Telecommunication Services Office of additions and/or changes of listings for their department in the campus directory.

535.4 Speakerphones

Speakerphones are available in two conference rooms in the Administration Building, Adm. 133 and Adm. 301. Reservations for Adm. 133 should be made with the Business Affairs Office, ext. 2171, and reservations for Adm. 301 should be made with the Educational Services Office, ext. 2157.

A portable speakerphone that can be used with any modular phone jack is available from the Telecommunication Services Office, ext. 2671.

535.5 Telegrams

A Telex machine, located in El Corral Bookstore, affords the university a direct line with Western Union. Both telegrams and mailgrams may be sent. All official university telegrams or mailgrams should be channeled through the General Office where a complete file is kept. Incoming and outgoing telegrams are handled during the hours from 8 a.m. to 5 p.m. on weekdays.

The paperwork management program was initiated by the State Department of General Services to encourage systematic control of the maintenance, retention, and preservation of necessary State records (including correspondence), and for disposal of records no longer needed. Coordination of the university's paperwork management is under the direction of the Procurement and Support Services Officer.

The program provides for periodic transfer of essential records to a secure central storage place and makes available advice on efficient management of filing systems; a principal function is to arrange for the disposal, on a regular basis, of records no longer needed in accordance with a promulgated set of disposal guidelines. Contact is maintained with the various deans, department heads, and division heads at periodic intervals for the purpose of taking required inventories; and for arranging for central storage or disposal action, as appropriate in accordance with the guidelines.

Paperwork management reports, including records inventories, are periodically prepared for the State Department of General Services; efficient management of paperwork must be demonstrated by the university as a whole in justification of requests for additional filing and/or storage space.

540 GIFTS, GRANTS, RESEARCH

541 Gifts

541.1 General Policy Information

Efforts toward augmentation of the university's educational resources through solicitation of private gifts by faculty and staff members for their departments, schools, or the university are encouraged. Because of the increase in the number of gift solicitations to alumni, national and regional foundations, corporations, corporate foundations, family foundations, parents and friends of Cal Poly, there is a need for a coordinating procedure to minimize instances of overlapping requests by different university areas being forwarded to the same potential donor.

Therefore, for coordination purposes, proposed requests for gifts of any kind should be discussed with the Vice President for University Relations for clearance prior to being forwarded to the prospective donor. In this usage, "gift" is defined as an outright donation of cash or in-kind items with no donor expectation of return services. (See CAM 542 for information on Grants and Research Contracts.) This coordination procedure should be followed whether the solicitation is oral or written, and particularly should the gift request, if granted, (1) carry any reservations or restrictions, (2) be of substantial expense to operate or maintain, or (3) result in equipment or supplies requiring floor space, housing or utilities. In these situations, the Vice President for University Relations will help secure prior clearance from the university and assure compliance with current state regulations.

Generally, all student financial aids activities (scholarships, awards and loans) are administered by the university. When this procedure is in conflict with the specific wishes of a potential donor or the guidelines of an entity which provides funding for financial aid purposes, the Cal Poly Foundation will accept funds for financial aid purposes, invest them as appropriate, and administer awards and/or loans coordinated and approved by the university's Director of Financial Aid. (Refer to University Policies on Scholarships and Awards for detailed information on development and administration of student financial aid.)

541.2 Policy for Soliciting Gifts

The procedures for soliciting gifts are contained in the Fund Raising and Public Affairs Policy and Guidelines. Solicitation of gifts is decentralized but is coordinated by the office of the Vice President for University Relations. Because of the potential for an increase in operating and maintenance funds when equipment for teaching, research or operations is solicited, the approval process is very specific.

541.3 Policy for Accepting Gifts

The university President or his designated representative may accept gifts on behalf of the state provided the gifts are for unrestricted use by the university, restricted to a specific university academic program/activity or restricted for financial aid. The types of gifts that may be accepted are:

- A. Cash or check
- B. Securities
- C. Endowments
- D. Deferred Gifts
- E. Gifts-in-Kind

Gifts-in-kind must be officially accepted by the office of Business Affairs or the Foundation prior to receipting and acknowledging the gifts.

The procedures for accepting gifts are contained in the Fund Raising and Public Affairs Policy and Guidelines.

541.4 Policy for Receipting Gifts

The procedures for receipting gifts are contained in the Fund Raising and Public Affairs Policy and Guidelines. Generally all gifts will be centrally receipted by the University Development Services Office.

541.5 Policy for Acknowledging Gifts

The procedures for acknowledging gifts are contained in the Fund Raising and Public Affairs Policy and Guidelines. Generally, acknowledgements are prepared by University Development Services in the Annual Giving Office or the Development Office, but if personal relationships or specific knowledge makes it desirable or more functional, the acknowledgement may be prepared and sent with the gift information form to the University Development Services Office.

541.6 Policy for Works of Art

University acceptance and placement determination of permanent works of art, for display in public areas (which are defined as all exterior portions of the campus academic core and interior lobbies, corridors, and reception areas) at this university, will be initiated by a university sponsor. A sponsor is defined as any person or persons officially connected with the university.

Procedures relative to the acceptance and placement of works of art for permanent display at the university are as follows:

- A. Donor or lender will acquire a university sponsor. A donor or lender officially connected with the university may act as the sponsor.
- B. The sponsor and the donor will produce presentation material on the work of art and may include a proposed location on campus. The sponsor and donor will include, as part of the presentation package, a cost breakdown for the installation of the work of art and a responsive source of funds.
- C. This material will be presented to the Executive Dean's Office for conceptual approval and structural soundness. It will then be transmitted to the consulting architect and the Works of Art Committee for their review and recommendation. The Works of Art Committee will consist of one member from the Art Department, from the School of Architecture and Environmental Design, from the Executive Dean's Office, and a representative of the community.
- D. The Executive Dean will present the material and the recommendations of the consulting architect and the Works of Art Committee to the Campus Planning Committee.
- E. The Campus Planning Committee will review the proposal and make a recommendation to the university President who will accept or not accept the work of art. In addition to the policy and procedures for acceptance and placement of works of art described in this subsection, other pertinent provisions of CAM 541 also apply relative to acceptance, receipting and acknowledgement of gifts.

541.7 Gifts to the Foundation or Associated Students, Inc.

Donors who wish to present gifts to the University Foundation or to the Associated Students, Inc. may do so by contacting those offices directly. After acceptance has been approved, the receipting and acknowledgement will follow the procedure outlined in the Fund Raising and Public Affairs Policy and Guidelines.

541.8 Gift Acceptance by the Chancellor

Certain types of gifts, i.e., automobiles, buildings and trucks cannot be accepted by the university President or his designated representative alone and must have concurrence by the Chancellor. The Vice President for Business Affairs has responsibility for coordinating compliance with the gift acceptance procedures for these types of gifts.

- b. A faculty member may act as a consultant to a governmental or private agency and have access to university facilities provided the funds are received by either the Cal Poly Foundation or the university. In such an arrangement, the faculty member is not acting as a private consultant, but as a Foundation or university employee and is bound by the policies and procedures governing grants and contracts as detailed in CAM 452.
- c. Faculty members may be private consultants outside the university, provided this activity does not interfere with the faculty members' obligations to the university, which are primary. Normally consulting should not average more than one day a week during the appointment period.
- d. Whenever a faculty member acts as a private consultant, if there is a written agreement between the consultant and the outside organization and/or if the nature of the activity is such that it can be construed to involve the university, the faculty member should make it clear that he or she does not represent the university or the Foundation; that the university's name or the Foundation's name may not be used in any way that would imply university or Foundation endorsement of the activity; and that there is no university or Foundation liability for the faculty member's statements or actions as a private consultant. When acting as a private consultant, a faculty member cannot use state facilities, equipment, or supplies not normally available to the community.
- e. When consulting is handled through a state or Foundation agreement, the university facilities used should not be readily available in private industry locally.
- f. If a faculty member is a consultant and also has a federal grant or contract, possible conflict of interest may become a serious problem. The Faculty should seek advice on any possible conflict; the school dean, Director of Research Development, or the Vice President for Academic Affairs may be helpful.

2. Faculty Additional Employment

- a. Faculty members on full-time appointments are considered to be paid for 100 percent of their time. If a faculty member is on released time, as part of the normal load, this percentage of time must have been paid either from university resources and be approved by the Vice President for Academic Affairs or from a grant or contract administered by the Cal Poly Foundation.
- b. The university permits payment for additional employment (i.e., payment in excess of regular salary for basic appointment) for the activities of a substantially different nature from that of the primary employment. These activities may include the following:
 - (1) Teaching through Extended Education;
 - (2) Approved research or other grant/contract activities when payment is permitted by the sponsor;
 - (3) Special Educational Programs, such as workshops or short courses that are not part of regularly assigned duties; and
 - (4) Consulting on a project that is formally accepted by the university or Cal Poly Foundation.
- c. The total time permitted for additional effort related to all the above categories of activity is 25 percent of the equivalent full-time appointment (See CAM 324.2).

543

Indirect Costs--Definition

Indirect costs are defined by the Department of Health and Human Services (DHHS) as those costs incurred in the development, administration, and running of sponsored programs that go over and above the direct costs of any specific project. These costs include expenses for space and facilities, office and laboratory equipment, maintenance, utilities, library use, accounting functions, departmental and school administration, university administration, and program development, as they are incurred on government and privately sponsored research, development, instructional, training, service, and demonstration projects.

The indirect cost rate is negotiated periodically with the DHHS and changes to reflect shifts in costs. Project developers should consult the Grants Development Office to determine current rates before discussing indirect costs with prospective sponsors.

543.1

Policy on Indirect Cost Recovery

The university will seek full indirect costs reimbursement for each sponsored activity, whether administered through the university or through the Foundation. Because indirect costs are real expenses, funds recovered through indirect costs reimbursement are not available to provide additional support for the direct expenses of a project.

543.2

Utilization of Indirect Funds

As indirect cost reimbursements for projects administered fiscally either by the university or by the Foundation are accumulated, they may be utilized by the respective business offices to pay for the financial administration of the projects according to the approved rate. All other funds shall be placed in appropriate Foundation or university trust accounts designated "Unallocated Overhead," which is to be used for covering associated costs as well as for sharing throughout the university.

543.3

Report on Expenditure of Indirect Costs and Proposed Utilization

At the beginning of each fiscal year (or more frequently if required) the Associate Vice President Graduate Studies, Research, and Faculty Development in cooperation with the Vice President for Business Affairs and the Foundation Executive Director will develop a summary statement that will include the following:

- A. Indirect cost income during previous fiscal year, including any balance of unused indirect costs reimbursements remaining in the trust accounts.
- B. Charges during the previous fiscal year for:
 1. University fiscal administration *
 2. Foundation fiscal administration and reserves
- C. The Associate Vice President for Graduate Studies, Research, and Faculty Development will use the above statement as the basis for developing a proposal for the use of unallocated overheads during the current year. The proposal will be developed in consultation with the Academic Senate Research Committee. Its objective shall be to fund adequately each of the following in priority:
 1. Supplementary budget support for the Grants Development Office; *
 2. Reserve for program development/contingency; and *

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3. Uncommitted funds for use by the university, including funds remaining after the termination of fixed-price contracts.

The above summary statement and proposal will be reviewed and endorsed by the Vice President for Academic Affairs and sent to the President for approval.

543.4 Policy for Maintenance and Utilization of Reserve for Program Development/Contingency

The goal of the reserve for program development/contingency is a level sufficient to assure adequate resources for the continuing support of the grants development activity. Its use will be restricted generally to costs associated with major proposal development or grant negotiation and to reserves necessary to ensure continuity in funding for the Grants Development Office. Recommendations for expenditures are made by the Director of Grants Development and approved by the Associate Vice President for Graduate Studies, Research, and Faculty Development. *

543.5 Policy for Allocating Uncommitted Indirect Cost Reimbursements

Uncommitted overhead funds approved for allocation will be distributed in the following manner and for the following purposes.

Fifty percent of uncommitted indirect cost reimbursements will be available to the Academic Senate Research Committee, which will solicit proposals from the faculty for research, development, and other scholarly and creative activities and recommend grants subject to the approval of the Vice President for Academic Affairs. The program under which the Academic Senate Research Committee recommends proposals to the Vice President for Academic Affairs is called CARE, for Creative Activity/Research Effort. *

Forty percent of the uncommitted overhead will go to the administrative unit directly sponsoring the project (e.g., department, dean's office, institute, or center). These funds are not discretionary, but are restricted funds, intended to be used to reinforce and foster such activities as those that led to the grant that earned them, including additional support to the individual project investigators. Ten percent will go to the individual project director for professional development activities.

544 Patent Policy and Procedures

The university, by its very nature has an obligation to serve the public interest. In order to do this effectively, it is necessary that the university have a patent program which will make inventions arising in the course of university research available to the public interest under conditions that will promote effective development and utilization.

The university also recognizes its need to assist faculty and staff members of the university in all matters related to patents based on discoveries and inventions developed in situations such as those in which the university has no vested interest, i.e., those which are developed by a faculty or staff member on personal time and without the use of university facilities.

The university has an equity in all patents developed by faculty and staff members using university facilities. It may also have an equity in patentable inventions developed by a student if in the process of developing an idea and reducing it to practice, the student has used an extraordinary amount of university resources in comparison to other students pursuing a similar instructional goal.

The university has adopted this patent policy and procedures to appraise and determine relative rights and equities of all patents concerned; to facilitate patent applications, licensing, and equitable distribution of royalties, if any; to obtain funds for research; and to provide a uniform procedure in patent matters which originate within the university.

It is recognized that inventions frequently involve activities beyond those of the inventor. The use of university facilities or services, the particular assignments of duties or conditions of employment, the possible claims of a cooperating agency, as in research supported from extramural funds--these and other situations give rise to a complex of interrelated equities or rights involving the inventor, the university, and a cooperating agency. Such rights or equities must be appraised and an agreement reached on their proper disposition in accordance with the following procedures:

- A. Patentable research and inventions anticipated or resulting from research conducted at the university will be reported to the University Research Committee.
- B. The Director of Research Development, with the assistance and concurrence of the Foundation Executive Director, will pursue the patent and licensing features with the inventor and the Foundation. This agreement should be endorsed by the University Research Committee and the Vice President for Academic Affairs.
- C. The patent and license rights will be assigned to the Cal Poly Foundation with the inventor sharing the net returns. The Foundation may seek the services of a non-profit patenting corporation to secure patent and licensing of the invention.
- D. Research work financed wholly or in part by an outside sponsor comes under the special provisions of the contract covering such work. Staff members and students engaged in such research work are bound by the provisions incorporated in the agreement covering their work.
- E. An invention in which the university has no vested interest, i.e., one which is developed by the inventor on personal time and without the use of university facilities, may be voluntarily submitted to the University Research Committee and the Foundation for consideration as to its patentability and for subsequent processing and exploitation if accepted. In such case, the inventor will participate in the net profits derived from the patent on the basis mutually agreeable.

545

Discretionary Funds

Discretionary funds are held by the Foundation and must be used for activities which are supportive of the University's educational mission.

Expenditure guidelines are issued by the Foundation which address how such funds may be used. Cross Reference Sources: Cal. Admin. Code Sec. 42403 and CSU Manual of Policies and Procedures for Auxiliary Organizations, Appendix I.

550 PUBLIC SAFETY

The Department of Public Safety is comprised of the Police and Parking Sections, Fire and Emergency Medical Section, Environmental Health and Occupational Safety Section, Radiation Safety Section and Animal Control Section. The Department of Public Safety is responsible for the protection of personnel and property; preservation the peace; parking and traffic control; fire prevention and suppression; enforcement of laws and regulations; environmental health and safety; and law enforcement and fire protection relationships with city, county, state and federal agencies. Also, the Department is responsible for the University's Emergency Disaster Preparedness Plan which outlines appropriate actions to be taken by certain University personnel during critical situations which affect the safety of the university community. Copies of the plan are available for review in the office of the Director of Public Safety.

551 Parking

These regulations are in accordance with Section 21113 of the Vehicle Code and Sections 42200 and 42201 of Title 5 of the California Administrative Code.

551.1 General Campus Parking

General parking regulations are available each quarter in the Class Schedule and the "Parking Rules Booklet." In addition, a copy of the current regulations are posted on the Official Bulletin Board of the university which is located in the first floor lobby of the Administration Building.

551.2 Special Staff Parking Privileges

- A. Students teaching six units or more are entitled to staff parking privileges.
- B. Other students are entitled to staff parking privileges only in the case of the four official users of the ASI-assigned spaces and those few students who serve the university in some special capacity where, in the opinion of the Vice President for Business Affairs, such parking is warranted.
- C. Part-time nonstudent instructors and temporary help appointments to support staff positions (e.g., clerical, technical, etc.) will be entitled to staff parking privileges. In these instances the Payroll Section of the Fiscal Operations Department will give the person a form which will indicate to the Cashier that the individual is entitled to purchase a staff permit.

551.3 Workshop, Conference, Seminar and Other Special Education Program Parking

- A. Workshop, conference, seminar and other Special Education Program participants are required to pay for parking.
- B. Sponsors of Workshops, conferences, seminars and other Special Education Programs should make arrangements in advance with Conference Services to provide them with Temporary Parking Permits to be issued to participants of such programs. Sponsors will be held accountable for the number of permits issued and be billed by the Accounting Section of the University Fiscal Operations Department in accordance with current rates.

551.4 Payroll Withholding for Payment of Parking Fees

The payment of parking fees for four wheeled vehicles by eligible faculty and staff may be made by payroll withholding. Individuals wishing to elect this method of payment may select either the twelve month or the nine month plan.

A. Twelve Month Plan

This plan provides for monthly withholding of one-twelfth of the total cost of a twelve month annual permit. Annual permit prices are set periodically by the CSU Board of Trustees. Participants in this plan are provided with an annual parking permit for one four wheeled vehicle. The permit is valid for the parking year for which it is purchased. This period starts with the summer quarter and continues through the fall, winter and spring.

B. Nine Month Plan

This plan provides for monthly withholding of one twelfth of the total cost of a nine month annual permit. Annual permit prices are set periodically by the CSU Board of Trustees. Participants in this plan are provided with an annual parking permit for one four wheeled vehicle. The permit is effective at the beginning of the fall quarter and remains valid through the succeeding winter and spring quarters.

Payroll withholding may be used to pay for alternate or pool parking. The vehicle for which parking fees are paid by payroll withholding must be a four wheeled vehicle. Payroll withholding may not be used to pay for student parking. Additional information may be obtained from the Parking Clerk, Administration Building 106, extension 1428.

552 Building Security and Use

552.1 Building Security

Door and window checks of all university buildings are conducted by the University Police Officers when time permits and specifically on weekends and holidays.

All university personnel assigned to rooms are requested to lock the doors and windows upon leaving at night. Every effort should be made to prevent loss of equipment. Areas and rooms containing valuable property and equipment should be locked when not in use. Care should be exercised in providing or loaning keys.

552.2 University Police - Night and Weekend Patrol

University Police Officers provide weekend and night patrol of university and farm areas. Requests for extra patrol may be submitted to the Director of Public Safety.

552.3 After Hour Building Use

Student "After Hour Building Permits" should be issued by department heads for their areas to enable University Police Officers on patrol to verify authorized access to the department areas. A supply of permit forms may be obtained from the Department of Public Safety.

552.4 Temporary Emergency Building Closure

In the event of the need to close a building or any portion of a building for safety, health or any emergency situation where life, health, fire or property protection is required, notify the Department of Public Safety at ext. 2222 or 2281.

Protective measures and appropriate notification will be initiated by Public Safety Department personnel.

553 Reporting Stolen or Lost Property and Equipment

53.1 University Property and Equipment

As soon as possible after discovery that University Property or equipment has been lost or stolen, the individual who is accountable for the property or equipment should notify the Department of Public Safety (extension 2281) to enable the filing of a report. The individual should then submit a complete written report through the department head or supervisor to the School Dean or Division Head for

transmittal to the Property Clerk. If a report is taken within the school/department on lost property and the Department of Public Safety is not notified, a copy should be sent to that office. It is important that stolen or missing property be reported promptly to the Department of Public Safety for investigative purposes.

In reporting lost or stolen property, please give all the information possible, such as:

- A. Item and description including serial number and CPSU number, if known.
- B. Date when loss or theft was first noticed, location from which taken and under what conditions.

553.2 Personal Property

The State does not carry insurance on personal property (i.e., books, teaching aids, cameras, academic gowns, etc.) kept on campus by employees and students. The responsibility for such property rests with the individual owner. However, loss or theft of such property should be reported to the Department of Public Safety. Where equipment is involved, a record of make, model and serial number facilitates recovery and identification.

54 Police - Fire - Medical Emergencies

554.1 Reporting Emergencies

In the event of a police, fire or medical emergency, dial extension 2222. If there is no answer or if the line is busy, dial 2281. From outside phones, dial 756-2222/756-2281. *

Persons reporting police, fire, medical or building emergencies should give the following information, when possible:

- A. Nature of emergency: police, fire or medical.
- B. Building name and number.
- C. Building location.
- D. Location within the building.
- E. Number calling from.
- F. Street name or close location, if not in building.

554.2 Elevator Emergency Procedures

Except for freight elevators, all campus passenger elevators have an emergency ring down telephone. Any person or persons trapped in an elevator and facing an emergency situation, need only pick up the phone to activate the ring of the elevator emergency phone line. Upon contact with the Department of Public Safety dispatcher, the dispatcher will require the caller to:

- A. Stay in communications (keep line open) until he/she is out of the elevator.
- B. Not to smoke.

- C. Indicate the number of persons in the elevator.
- D. Indicate whether lights are on.
- E. Estimate where the elevator is in relation to floors.
- F. Not to touch or attempt to open doors without specific instructions from rescue personnel.
- G. Sit on the floor of the elevator, if room permits (in case there is a sudden change in the position of the elevator). The Public Safety dispatcher will relay this information to the Police and Fire units responding to the emergency.

554.3 Disturbances and Demonstrations

In the event of demonstrations or other disruptive activities on campus, call the Department of Public Safety, extension 2281 (if emergency, call extension 2222). If during regular business hours, also notify the Dean of Students, extension 1521.

554.4 Emergency Transportation

The Director of Health Services, a University physician or University Fire personnel may request the University Police Officer on duty to transport an emergency case to a local hospital; this will be done only in a true emergency situation. No other person has such authority to act for the university. If time permits, the Director of Health Services or a University physician is expected to make transportation arrangements through Transportation Services. During off hours, they may call for assistance from the University Police Officer on duty.

Transportation Services personnel will make every possible effort to accommodate the needs for providing transportation for sick or injured persons when requested by the Director of Health Services, a University physician or University Police/Fire personnel. The Director of Health Services, a University physician and University Police/Fire personnel may call for an ambulance, if it is deemed necessary.

554.5 Firearms on Campus

No person, while on university property, shall possess, carry or have control of any firearm, whether loaded or not, unless such person is transporting the firearm directly to the Department of Public Safety for storage and/or safekeeping, or has prior written approval from the President of the University, or his designee, and has notified the Director of Public Safety of such approval.

Exception would be sworn peace officers of the State of California and where otherwise provided by law.

555 Accidents and Reports

555.1 Motor Vehicle Accidents

Accidents involving State vehicles, whether or not there is actual physical impact or damage to the State vehicle, must be reported immediately to the Supervisor of Transportation, extension 2451, and if occurring on campus, to the Department of Public Safety, extension 2281. Accident report forms and instructions are in the glove compartment of every State vehicle. The Procurement and Support Services Officer and the Vice President for Business Affairs are responsible for complying with provisions of the State Administrative Manual regarding the reporting of such accidents.

555.2 Employee Accidents

Accidents involving injury to State employees while on duty are covered by State Compensation Insurance. Reports on the accidents are to be made to the Personnel Office within 24 hours of the accident (See CAM 372.1 and 380.1, E.b.). For those injuries requiring the services of a physician, Supervisors are instructed to send their employees to the Health Center for treatment.

555.3 Student and Visitor Injury Accidents or Death

Accidents or deaths on university property involving any student(s) or visitor(s) shall be formally reported using the University's Student/Visitor Accident Report Form. The original should be sent to the Office of the Vice President for Business Affairs, the second copy (canary) retained by the person making the report, the third copy (pink) sent to the Health Center, and the fourth copy (gold) sent to the Assistant Director, Public Safety - Environmental Health and Occupational Safety Section. Copies of the form are available in the Offices of the Dean of Students, Vice President for Business Affairs, and Public Safety Department. The Office of the Vice President for Business Affairs will use the form to complete and submit the required State of California Report, Standard Form 268 (See also CAM 651).

555.4 Injury Accidents or Death

Accidents or similar occurrences which result in injury or death on university property are to be reported immediately as follows:

- A. Notify the Department of Public Safety, extension 2222. Do not call an ambulance unless requested to do so by University Police/Fire personnel or a University physician.
- B. In the case of situations involving students, notify the Dean of Students, extension 1521.
- C. In situations involving employees, notify the Personnel Office, extension 2236.
- D. Procedures Required for Work-Related Injuries
 1. The employee must report all work-related injuries to the supervisor before the end of the work day. Failure to do may result in nonacceptance of the injury report by the Personnel Office.
 2. If the services of a doctor are not required, the supervisor must complete Personnel Form 104, Report of Minor Injury, have the employee sign it and forward it immediately to the Personnel Office.
 3. If the services of a doctor are required, the supervisor must complete SCIF Form 67, Employer's Report of Occupational Injury or Illness. This form must be submitted to the Personnel Office within 24 hours of the injury. All initial medical care will be provided by the Campus Health Center. Further treatment can be received either from the Campus Health Center or by referral from the attending physician.
 4. The supervisor will provide a Medical Service Order, Personnel Form 104-D, to all injured employees. When medical care is necessary the injured employee must have the physician complete the Medical Service Order. This form will determine whether the employee can be released to full or modified work. The injured employee will return the completed Medical Service Order to the supervisor who will forward it to the Personnel Office within 24 hours of the treatment.

Injured students are normally taken to the Health Center. Employees injured on the job are treated at the Health Center. Campus visitors may be taken to the Health Center only for emergency first aid. Other than for employees covered by state Worker's Compensation Insurance, the university assumes no responsibility for charges for either students, employees or visitors admitted to a hospital.

556 Emergency Disaster Preparedness Plan

The University has an Emergency Disaster Preparedness Plan which outlines appropriate actions to be taken by certain university personnel during critical situations which affect the safety of the university community. Copies of the Plan are available for review in the office of the Director of Public Safety.

Implementation of the Emergency Disaster Preparedness Plan is carried out as a part of the assigned responsibilities of the Department of Public Safety and Plant Operations, who will call upon other areas for assistance as the particular emergency situation requires.

557 Environmental Health and Occupational Safety/Radiation Safety

557.1 Environmental Health and Occupational Safety

The University is committed to an active and ongoing program to ensure all occupational and public areas of the campus are maintained and operated in a safe and healthful manner. The program is administered by the University Environmental Health and Occupational Safety Officer with the consultation and advice of the University Public Safety Advisory Committee (See CAM 172). For information concerning university policy on confined spaces, respiratory protection and earthquake safety, call the Department of Public Safety, extension 2281.

557.2 Radiation Safety

The University is committed to an active and ongoing program for keeping exposures (individual and collective) as low as reasonably achievable. The program is administered by the University Radiation Safety Officer with the consultation and advice of the University Radiation Safety Committee (See CAM 172, A.19.).

558 Animal Pets (dogs, cats, etc.) on Campus

A. Pets may not be on campus except when they are either:

1. Secured to a leash or chain approximately six feet in length, the other end of which is retained by a person.
2. Securely confined in a vehicle.

B. Pets may not be tethered on campus.

C. Pets are not permitted in any campus building even though on a leash, except:

1. Seeing eye dogs serving their owners.
2. Service dogs serving their owners.
3. Signal dogs serving their owners.
4. Animals involved in authorized research or instructional programs, including social dogs.

D. Dogs must have a valid license which also serves as evidence of a current rabies vaccination.

E. Pets found on campus in violation of these policies are subject to impoundment by Animal Control employees of the Department of Public Safety. They will be provided water and registered by the Department of Public Safety as to color, type, characteristics, dog license, rabies vaccination, tag numbers, etc.

If, in the process of impounding a pet, the owner appears, provides identification and claims the animal, it will be released to the owner by the Animal Control employee with the understanding that the animal will be promptly removed from the campus and not brought back until the owner complies with campus policies.

- F. Owners of impounded pets may claim the animals in case of the first offense by contacting the Department of Public Safety. After 3:00 p.m. and in the case of a second or subsequent offense, the animal may be claimed by its owner by contacting the San Luis Obispo County Department of Animal Control.

559

Aircraft

- A. Piloted aircraft are permitted to operate on the University airstrip only if all of the following five conditions are met:
1. The aircraft is flown by a licensed or experienced pilot.
 2. The purpose of the flight is either
 - a. experimental and/or developmental work on flight vehicles related to University or Foundation grants, contracts or proposed developmental activities, or
 - b. for demonstration purposes for the University Instructional Program.
 3. The flight is authorized beforehand by the head of the Aeronautical and Mechanical Engineering Department who has responsibility for the airstrip.
 4. The craft is not piloted by a student of the university.
 5. Take off, landing and flight patterns of aircraft will be limited to the immediate airstrip area and the adjoining parking lots and grazing land.
- B. Use of the airstrip is subject to Federal Aviation Administration regulations and enforcement procedures.
- C. Remotely piloted and nonpiloted vehicle flights may be flown only if approval is obtained in advance from the head of the Aeronautical and Mechanical Engineering Department. The flying of powered model airplanes is permitted only on the airstrip. The flying of rockets requires a permit which may be obtained by contacting the Fire Section of the Department of Public Safety.
- D. A 24-hour notice should be given to the Department of Public Safety when landings and take offs will be occurring.

570 TRANSPORTATION AND TRAVEL

The provisions in this section regarding official business transportation and travel are based on California State University Internal Regulations Governing Travel Expense and Allowances.

571 Transportation

Reimbursement will be made only for the method of transportation which is in the best interest of the university, considering both direct expense as well as the employee's time. Provided the mode of transportation selected does not conflict with the needs of the university, an employee may use a more expensive mode of transportation and be reimbursed at the amount authorized for the less expensive mode. Both modes of transportation will be shown on the travel claim, which must include a reference to California State University Internal Regulations Governing Travel Expense and Allowances, Section 110(b).

571.1 Bus, Train, Scheduled Airline

Bus, train, or airline travel may be used for official university business. No more than actual fare can be claimed on Travel Expense Claims. Claims for airline travel, Pullman accommodations, and travel by any common carrier outside of the State must be supported by receipts. Extra fare and extra fare Pullman accommodations can be used, providing a full explanation of the necessity accompanies Travel Expense Claims, together with receipts. Employees traveling on university business who receive discount coupons or other such rebates applicable against the cost of future travel, are to return these items to the University Financial Manager's Office.

571.2 Privately-owned Vehicles

It is the policy of the university to encourage the use of State-owned vehicles for official university business travel. However, when authorized in advance by means of a Travel Request Form 1A (Appendix X) by the President, a vice president, school dean, division head, or designated department head, an employee may use a privately-owned vehicle (motorcycles and motor-driven cycles excepted) for official university travel.

Current rates of reimbursement are provided in the University's Travel Reimbursement Rate Schedule which is available in the University Accounting Office. Depending on the rate claimed, a certification of vehicle operating costs may be required on the travel claim.

Employees who claim mileage reimbursements at a rate in excess of the rate for which a certification is required one or more times during their tax (usually calendar) year, may not be regarded by the Internal Revenue Service or the California Franchise Tax Board as having made a satisfactory accounting of mileage expenses to their employer. When this is the case, increased record keeping and reporting requirements are placed on the employee. It is recommended that individuals who plan to claim a rate for which a certification is required, study the related income tax requirements and/or consult with their professional tax advisor.

In advance of using a private vehicle on approved official university business, the following information is to be on file in the appropriate department, school, or division office: Certification that the driver has liability insurance in force in at least the amounts of currently in effect for personal injury to, or death, of one person; for personal injury to, or death of, two or more persons in one accident; and for property damage; and that the vehicle is adequate for the work to be performed, equipped with seat belts, and is in safe mechanical condition. This will be accomplished by signing the certification to be found on the reverse side of the Travel Request, Form 1A.

571.3 Privately-owned Aircraft

It is the policy of the university to encourage the use of State-owned vehicles for official university business travel. However, when authorized in advance by means of a Travel Request approved by the Vice President for Business Affairs, employees may use a privately-owned aircraft for official university business travel. Before the aircraft is used, the rules and regulations concerning the use of privately-owned aircraft on State business as established by the CSU Internal Regulations Governing Travel Expenses and Allowances must be met. In addition to rules regarding use of privately-owned aircraft, this section contains specific restrictions on the use of rented aircraft and requirements for employees who wish to pilot aircraft carrying passengers.

Reimbursement will be allowed on a per statute mile basis, utilizing departmental travel funds, computed on the basis of the shortest air route from origin to destination and using established airways whenever possible.

571.4 State Automotive Equipment

A. Introduction

The use of State-owned vehicles to meet transportation needs for official university business is governed by the following regulations:

1. It is required that all vehicles be operated safely and in conformance with the California Vehicle Code.
2. Title 2, Chapter 1, Article 15 of the California Administrative Code regulates the use of State-owned vehicles.
3. Section 4100 et seq, State Administrative Manual, further defines the use of State-owned vehicles.
4. Additionally, the "California State University and Colleges State Vehicles" Booklet dated August, 1984, outlines the Chancellor's Office policy regarding the use of State vehicles. It is found in the glove compartment of State vehicles.

B. Use of State-owned Vehicles

1. The university operates a fleet of State vehicles to provide transportation for campus employees in the performance of their duties in the most effective and efficient way possible. The vehicles are to be used when cost savings can be realized. Public transportation is to be used in lieu of State vehicles when savings are thus effected. (See SAM 700, 4100).
2. "State-owned motor vehicles shall be used only in the conduct of State Business" meaning only "driven in the performance of or necessary to or in the course of the duties of State employment." "No State officer or employee shall use, or permit the use of, any State-owned motor vehicle other than in the conduct of State business." (See Government Code Section 13950; Title 2, California Administrative Code, Section 841.)
3. Only employees, either full- or part-time, may drive State vehicles. (See Title 2, California Administrative Code, Section 841).
4. "Employees" are defined as all faculty, staff, and student assistants who are in a State-funded pay status at the time they are driving a State-owned vehicle.

5. Students, who are not employees, or other nonemployees including members of the family of an employee are not authorized to drive State vehicles.
 6. The campus may not loan or lease a State vehicle to any auxiliary organization. Employees of an auxiliary organization paid by that organization are not State employees.
 7. When the primary purpose for using a State car is transportation of a campus employee engaged in official university business, students having State or class-related purposes in accompanying the driver may be transported as passengers in the State car. A State car may not be used for the primary purpose of transporting students at university expense.
 8. Parking overnight at an employee's home is permissible when an employee is departing on or returning from an official trip away from the employee's headquarters under circumstances which make it impractical for the employee to use other means of transportation, or where the employee's home is reasonably en route to or from headquarters or other place where the employee is to commence work the following workday. (See Title 2, California Administrative Code, Section 842.) When such situation occurs, the vehicle shall be parked off the street, in the employee's driveway, garage, or other location which removes it from the public street, thus reducing the hazards of accidental damage, theft, and vandalism. (See State Administrative Manual, Section 4144.)

A State vehicle may be parked at the employee's home only when the vehicle is to be used by the employee in the conduct of State business on the same day or before normal working hours on the next succeeding workday and where such later use has been authorized in writing in advance by the university president, or a designee. (See Title 2, California Administrative Code, Section 842.)
 9. State cars should not be parked overnight at an airport unless there is no other practical and reasonable way of getting to and from the airport.
- C. Misuse of State-owned vehicles includes:
1. Driving or use other than in the conduct of State business.
 2. Driving to or from the employee's home or the vicinity thereof after completion of the employee's workday unless specifically authorized in accordance with Title 2, California Administrative Code, Section 842.
 3. Carrying in the vehicle any persons other than those directly involved with official State business, except with approval of the employee's immediate supervisor for each trip.
 4. Using the vehicle for other than those personal needs directly essential to carrying out the official business such as obtaining food and lodging.
 5. Unsafe driving practices including failure to use seat belts.
 6. Falsification of travel logs, travel authorizations, defensive driver training program certificates, accident reports, or other forms relative to the use of the vehicle.
 7. Transporting dogs and/or other animals in State vehicles with the exception of a seeing eye dog accompanying an employee or student passenger.
 8. Picking up hitchhikers in a State vehicle.

B. Field Trips

When one State car (4-door sedan, 8-passenger van) is used on a field trip in accordance with CAM 571.4,B.7., no operating cost charge will be made.

All other vehicles used on field trips will be charged for in accordance with the operating cost per mile for the total trip miles for the particular type of vehicle. The mileage charges do not include payment of a driver, food, or lodging, if necessary; these costs are the user department, school or division responsibility.

Transportation charges per student for travel in State vehicles on approved field trips are based on the occupancy and cost per mile of the vehicle. For example, each student riding in a vehicle will pay a prorated share of the total trip cost. The field trip instructor is responsible for collecting each participating student's share of the cost. To avoid personal responsibility for the transportation charges the instructor should obtain payment of each participating student's share of the estimated total cost prior to the start of the trip. This may be accomplished by requiring the students make their payment at the University Cashier, Administration Building, Room 131E. They will receive a receipt which they can present to the instructor as proof of payment. Instructors are not to collect the amounts personally. Instructors personally collect the amount due from each student and immediately deposit the total amount collected with the University Cashier.

Drivers for buses and other vehicles will be assigned by the Supervisor of Transportation Services and paid at the established rates by the department, school or division arranging the trip. The department, school or division will furnish the driver room and board when on an overnight trip, and meals on trips off campus during mealtime. The allowances will be at cost, but not to exceed those allowed by the State. If the driver is a member of the class taking the field trip, reimbursement for room and/or board need not be furnished.

C. Trucking Service

In the normal procurement process, the shopping cost of the goods arriving at the campus is included in the purchase price and paid from the appropriate fund.

When the department requests Transportation Services to pick up supplies or equipment (excess and surplus property, gifts, etc.) at some location and deliver the items to the campus, a charge will be made to the department in accordance with the operating cost schedule. When the items to be picked up do not constitute a full load, every effort will be made to coordinate the haul with another request in order to minimize the charge to the department.

When the trip takes longer than the regular eight-hour day or if a trip takes two or more days, the department making the request will be charged for all overtime and/or appropriate per diem.

572 Travel Requests

572.1 Inside the Continental United States

Requests for authorization to travel on official university business (in-state/out-of-state) are to be submitted on Travel Request Form 1A. This form may be obtained from the Vice Presidents, School, Division or Department Offices, or from the University Accounting Office, Administration Building, Room 129 (x2291).

Requests for travel within the state are to be submitted to and approved by the President, Vice Presidents, Deans or Division Heads, or designated department heads. Requests for travel out of state are ~~to~~ be submitted to and approved by the Vice Presidents, Deans or Division Heads.

For travel of less than 100 miles or less than a half day, verbal authorization of the appropriate approval authority is sufficient; a form covering such travel is required only when reimbursement is to be claimed.

At least one of the following criteria shall apply to requests for out of state travel:

- A. The trip is essential to the normal operation of the campus.
- B. The trip is to a meeting of a professional association or society to deliver a paper, to serve as moderator or group leader, to serve on a panel, or to fulfill obligations as an officer in the association or society.
- C. The trip has as its primary purpose the recruitment of faculty or administrative personnel.

572.2 Outside the Continental United States

In addition to the provisions of CAM 572.1, the following shall apply to official university business travel outside the continental limits of the United States:

- A. University personnel may travel on official university business outside the continental United States to conferences sponsored by recognized professional associations or societies when the individual(s) is(are) to participate on the program in an activity or presentation related to an area of the university's educational program and when such participation makes a readily recognizable contribution to the university's international reputation.
- B. Travel on official university business outside the continental United States must be clearly justified on the basis of its importance to the university, and statements of such justification must be made by the department head and dean or division head in addition to the information provided on Travel Request Form 1A.
- C. For purposes of out-of-country travel only, the period of absence from the university indicated in CAM 572.3.B is extended to seven working days, not including academic holidays or vacation periods.
- D. Requests for out-of-the-country travel must be processed early enough so that the application is received for approval at least 14 working days prior to the anticipated departure date. Approval must be by the President, Vice Presidents, deans or division heads. A copy of the approved request is to be forwarded to the University Accounting Office along with the approved Form 1A.
- E. It is expected that any travel accomplished pursuant to this section will be completed within the period of time indicated on an itinerary. While minor deviations due to travel difficulties may be accepted, any intent to remain out of the country longer than the period of the designated conference must be noted on the form and approved in advance.

572.3 Attendance at Conventions, Conferences, or Similar Meetings *

See CAM Section 573.5 for special requirements applicable to Travel Requests and Travel Expense Claims for attendance at conferences, conventions and similar meetings.

The criteria for attending conventions, conferences, or similar meetings while on pay status and/or at State expense are as follows:

- A. The program is of such a nature that it would be to the obvious advantage to the university and to the individual(s) attending.
- B. The program will not require the individual(s) to be absent from the university longer than five working days.
- C. Approval will not be granted if academic credit is to be given to the applicant.

572.4 Travel Advance Requests

A revolving fund is maintained to provide for travel advances to university employees who have been authorized to travel on official university business at State expense. The request for travel advance is incorporated in the Travel Request Form 1A.

When a travel advance has been approved, the University Accounting Office, Administration Room 129, will prepare a check using its copy (original) of the approved Travel Request, Form 1A. A minimum of 24 hours is required prior to the time the travel advance check is needed. Normally, the check is prepared 48 hours in advance of the authorized travel date unless specified otherwise. The check may be picked up at the University Cashier's Office, Administration Room 131E, Monday through Friday, 8:00 a.m. to 4:30 p.m. The University Cashiers are not permitted to cash any checks including travel checks. Limited check cashing services are available at the Foundation Cashier's Office, ~~University Union, Room 212~~ *Foundation Administration Building*.

Any travel funds advanced in excess of subsequent actual travel expenses claimed must be returned to the cashier as soon as practical after the employee returns from the trip, and in no case later than 10 working days after return.

573 Travel Expenses

Normally a travel expense claim is completed for each authorized trip. Claims should be submitted as soon as practical after the employee returns from the trip. Expense accounts will be rendered within 10 working days after the last day in travel status except that if the cumulative amount claimable does not exceed \$10, the filing may be deferred until the total amount claimable exceeds \$10 or until June 30, whichever occurs first. In no event shall expense accounts totaling less than \$1 be rendered or paid.

At each fiscal year end (June 30), all expense claims for travel through June 30 must be processed to reach the University Accounting Office by July 5, or the preceding workday, if July 5 does not fall on a workday.

Actual and necessary expenses will be paid, using rates indicated by CSU Internal Travel Regulations, for approved travel involving official university business. All claims for travel expenses must be submitted in duplicate to the President, Vice Presidents, deans or division heads or in the case of in-state travel, to designated department heads on Travel Expense Claim Form 262 in accordance with instructions on the reverse side of that form.

The purpose or objective of each trip for which reimbursement is claimed must be stated on the claim form.

No per diem expenses shall be allowed at any location within 25 miles of an employee's headquarters (normally the campus).

573.1 Subsistence Allowances

Subsistence allowances are publicized in the University's Travel Reimbursement Rate Schedule, which is distributed to departments, schools, divisions and other administrative units whenever it is revised. Copies may be obtained from the University Accounting Office, Administration Building, Room 129 (x2291).

573.2 Transportation Expense

A. Bus, Train, Scheduled Airline

See CAM 571.1.

B. Privately-Owned Vehicles

See CAM 571.2.

C. Mileage for Student Teacher Supervision

Mileage involving the use of privately-owned automobiles for student teacher supervision (i.e., elementary and secondary education student teaching, counseling and guidance, school supervision, and field work credential supervision) may be reimbursed in accordance with CAM 571.2 from funds allocated to the Education Department for this purpose in accordance with guidelines developed through consultative procedures by the Education Department. Reimbursements involving such mileage for agricultural student teacher supervision may be made from funds allocated to the Agricultural Education Department. Travel Expense Claims, Form 262, should be processed through the respective department head offices.

D. Mileage for School of Agriculture Instructional Supervision.

Mileage involving the use of privately owned automobiles for official university duties in connection with the supervision of the instructional program at the outlying agricultural units may be reimbursed in accordance with CAM 571.2 from funds allocated for this purpose. Each participating faculty member is to file monthly with the Dean, School of Agriculture, a Travel Expense Claim, Form 262, supported by a monthly log of such travel.

E. Applicants Called for On-campus Interviews

Reimbursement may be allowed for travel expenses of individuals who are applicants for university employment and who are called for employment interviews.

1. Per diem expenses may be reimbursed at the rates currently in effect for employee travel. These rates are publicized in the University's Travel Reimbursement Rate Schedule.
2. Transportation expenses may be reimbursed in accordance with CAM section 571. Reimbursement for personal vehicle mileage, if applicable, will be at the rate currently in effect for employees when a state car is available. The current rate may be obtained from the University's Travel Reimbursement Rate Schedule.
3. Requests for copies of the University's Travel Reimbursement Rate Schedule and related questions should be directed to the University Accounting Office, Administration Building, Room 129 (x2291).

F. State Automotive Equipment

See CAM 571.4 and 571.5.

G. Privately-Owned Aircraft

See CAM 571.3.

573.3 Overtime Meals

The university may allow an employee to claim actual expenses not to exceed the amount specified for lunches in the University's Travel Reimbursement Rate Schedule, when the employee is required to work more than two hours before or after a regularly scheduled workday, and when because of such extra work the university deems it unreasonable for the employee to return to the employee's residence for the meal. The university may, instead, request the Campus Dining Hall to furnish a meal to such an employee. The intent of this provision is to allow the university to reimburse its employees for meal expense or furnish them a meal in the limited number of instances where employees are required to work more than 10 hours in a given day and it is not possible to schedule the work so that the employee may return home for the meal. Claims for the allowance must be accompanied by a voucher or receipt. If the employee is required to work for more extended periods of time, the employee may be reimbursed for actual meal expenses not to exceed the maximums prescribed in the University's Travel Reimbursement Rate Schedule for each additional six hours worked to a maximum of three overtime meal allowances in any 24-hour period. Tips may be included in the claim if they are shown on the receipt.

573.4 Business-related Meals

When it is necessary for employees to conduct official university business during a meal, they may be reimbursed for actual meal expenses, supported by a voucher or receipt up to the maximums prescribed in the University's Travel Reimbursement Rate Schedule. In order to claim reimbursement for a business-related meal, the circumstances surrounding the meal must be beyond the control of the employee and it must be impractical to complete the business during normal working hours. Employees may not claim reimbursement for a business-related meal if they are also claiming per diem.

Claims for meal expenses where business is incidental to the meal or where the attendance of the employee is primarily for public or community relations are specifically prohibited.

573.5 Conventions, Conferences, or Similar Meetings Expense

A. Claims for meals and lodging expenses incurred in attending conventions, conferences, or similar meetings are to be in accordance with travel allowances published in the University's Travel Reimbursement Rate Schedule. The actual cost of meals and lodging incurred in attending other conventions, conferences, or similar meetings may be claimed provided the following criteria are met:

1. The conference or meeting was not planned or arranged by a CSU agency.
2. The circumstances and amount of the expenses were beyond the control of the claimant.
3. The Travel Expense Claim, Form 262, is supported by a voucher, indicating the actual amount paid.

B. No subsistence expense will be allowed for a conference within 25 miles of the university.

- C. To the extent that registration fees include meals and/or lodging, per diem claimed must be adjusted downward to eliminate duplicate reimbursement, using the rates found in the University's Travel Reimbursement Rate Schedule.
- D. Any Travel Request which includes attendance at a conference, convention or similar meeting must provide the following information:
 - 1. Amount of registration fee expense
 - 2. Number of Cal Poly employees attending (if more than two)
- E. If the registration fee expense will exceed ^{\$500}~~\$50~~, or if more than two Cal Poly employees will be attending the same conference, convention or similar meeting:
 - 1. The Travel Request Form 1A must be approved by the ~~Provost~~, Vice President, or the Deans/Division Heads.
 - 2. The Travel Request Form 1A will be routed by the University Accounting Office to the Vice President for Business Affairs for approval as the President's designee as required by the CSU Internal Regulations Governing Travel Expenses and Allowances.
- F. Travel expenses and registration fees incurred in cases other than those set forth above are not allowable.

573.6 Travel Expense Receipts or Vouchers

Receipts or vouchers for travel expenses are to be submitted as attachments to Travel Expense Claim, Form 262, for each item of expense except as follows:

- A. Railroad and bus fares where the fares are available in published tariffs and travel is entirely within the State of California. However, vouchers must be submitted in case of cash payment for airplane travel, travel by any common carrier outside the State, Pullman accommodations, or extra train fare.
- B. Per diem allowances, except receipts or vouchers for commercial lodging incurred in high cost areas or out of state.
- C. Street car and ferry fares, bridge and road tolls.
- D. Long distance telephone or telegraph charges if date, place, and party called are shown unless the telephone call is in excess of \$2.50, in which case vouchers or other supporting evidence is to be provided.
- E. Taxi or hotel bus fares when necessary on official business.
- F. All legal expenditures of \$1 or less.
- G. Parking fees of \$3.50 or less for any one continuous period of parking.

573.7 Moving and Travel Expense Reimbursements

The university is authorized, depending upon availability of funds, to assist in paying a portion of the moving and travel expenses of a new employee. The university letter of appointment or any official attachment thereto indicates the maximum dollar amount which the university may pay toward moving and travel expenses.

A. Moving Guide

Official moving regulations, procedures and allowances related to the moving of new employee are detailed in the university's published moving guide entitled, "Moving and Travel Expense Guidelines for New Faculty and Staff." The moving guide summarizes the applicable State rules and procedures regulating the movement of household and other personal effects of a new university employee, as contained in the CSU Internal Regulations Governing Moving and Relocation Expenses.

A copy of the moving guide is forwarded to each new employee for whom moving expenses are to be paid, along with the official university offer of employment. Copies may also be obtained from the University Accounting Office, Administration Building, Room 129 (x2291).

B. Recovery of Reimbursements

If a new employee for whom moving expenses have been paid does not continue his/her employment with the university for a period of two years (unless the discontinuance of their employment is beyond their control as determined by the university), he/she will be required to repay the following percentage of the amount received as reimbursement for total moving expenses and travel expense allowances:

1. 100 percent if employed less than 6 months;
2. 75 percent if employed 6 months but less than 12 months;
3. 50 percent if employed 12 months but less than 18 months;
4. 25 percent if employed 18 months but less than 24 months.

580 MISCELLANEOUS SERVICES

581 Lost and Found Service

A "lost and found" service for all students and employees of the university is maintained by the Plant Operations Department. Unclaimed property will be held for at least six months, after which the unclaimed items will be subject to sale. There will be an annual public sale conducted under the direction of the Vice President for Business Affairs, at which time all the unclaimed items will be sold to the highest bidder with the net returns from the sale to be deposited in a loan or scholarship fund for the use of the students of this university. Notice of the sale will be published in the Cal Poly Report, the Mustang Daily, and the San Luis Obispo Telegram Tribune at least five days prior to the sale. In the event no bid is received, the item(s) will be disposed of at the direction of the Director of Business Affairs. Property abandoned on the campus is also subject to the above procedures.

582 United States and California State Flags

The United States flag and the California State flag are displayed in accordance with Government Code, State of California, Chapter 3. The deaths of students and employees while associated with the university, or emeritus members of the university staff are noted by the flying of the flags at half-mast on Memorial Day Weekend. Arrangements for flying the flags at half-mast are made by the Director of Public Affairs in cooperation with the Public Safety Department.

590 FOUNDATION SERVICES

590.1 Operating Guidelines and Capital Budgets

Departments operating under or working through the Foundation with programs prepare annual operating guideline and capital outlay budgets for each fiscal period beginning July 1.

Budgets are submitted through the Foundation Executive Director to the Board of Directors for adoption, and are reviewed and approved by the University President.

590.2 Purchases

All purchases are initiated on requisitions available in the Foundation Business Office. The requisition must show the date, department requesting the purchase, the vendor, items to be purchased including the number of units, unit cost, and total amount.

Requisitions for purchases shall be approved by the department head. Purchase orders are issued by the Foundation Business Office. Purchases shall be paid by the Foundation. No transactions for trading or loaning the Foundation properties or services will be permitted unless approved by the school dean or division head and the Foundation Executive Director.

Authorization by the Foundation Board of Directors may be given for purchasing, trading, or lending of Foundation properties to Foundation or State employees as an exception to the provisions of CAM 371.1,F.1.

590.3 Sales of Products

Sales of Foundation properties must have prior approval by the department head unless they are regular store sales or approved contracts operating on a cash or credit basis. Certain wholesale or other accounts may become approved credit customers. These accounts must have the approval of the Foundation Executive Director. There shall be no removal of Foundation properties or project properties for the campus until the school dean or division head has been notified. Advertising or other notices offering goods for sale shall stipulate that all checks are to be made payable to the California Polytechnic State University Foundation.

Sales to Foundation and State employees may be made through regular sales channels or by authorization of the Foundation Board of Directors as an exception to the provisions of CAM 371.1,F.1.

Sale by the campus store of products generated or processed under the university's instructional program is on a first-come, first-served basis; faculty, staff, students, and guests of the university are eligible campus store customers.

590.4 Meat Sales

A. Policy

The operation of the university Meats Lab is for instructional purposes. The Dean of Agriculture administers the operation of the Meats Lab through the head of Food Science and Nutrition who has assigned an instructor to be responsible for its specific operation. Employees of the university are not permitted to use the building or equipment except under conditions outlined by those responsible for its operation and compatible with its instructional function. Animals to be slaughtered and processed will be those owned by the Foundation. Project animals will be purchased by the Foundation at market prices in accordance with an agreement between the Animal Science Department and the Foundation.

B. Procedure

1. In general, only quarters of beef, halves of swine and sheep, and comparable units of veal will be sold by the Meats Lab. Cutting and wrapping service will be available at a cost charge.
2. The price for processed meat will be set by the Meats Lab manager.
3. Sales of meat will be limited to students and employees of the university, the Foundation, and student enterprises. All sales to such individuals or groups will be cash.
4. The meat section will write a sales ticket, including name of purchaser, lot number, tag number, weight, and price.
5. The purchaser will pay the Foundation cashier at the University Union the amount shown and receive a cash receipt which is to be presented to the Meats Lab to obtain delivery of the meat. Meat purchased by employees, students, cafeteria, etc., may be allowed to remain in the Meats Lab to age after purchase, depending upon available space.
6. Sales of hides, pelts, and offal will be handled by the instructor in charge of the Meats Lab.

590.5 Foundation Business Office

Accounts of the Foundation are maintained by the Foundation Business Office under policy set by the Foundation Board, The Board of Trustees and the Department of Finance.

590.6 Other Foundation Services

See CAM 238, El Corral Bookstore.

See CAM 246, University Food Services

See CAM 247, Use of Vending Machines.