

# Cal Poly Corporation

Building 15 San Luis Obispo, CA 93407-0481  
www.calpolycorporation.org

## Campus Programs

When Cal Poly Departments or Colleges received donations to support their educational mission they are often housed by the Cal Poly Corporation within the Campus Programs Department. Departments and Colleges may also participate in fundraising events such as golf tournaments or auctions. The income earned from these events will support the educational mission of the Department/College and is also housed within the Campus Programs Department.

The Campus Programs Department is here to assist Departments and Colleges with the management of donations and income given to the University. Donations can be deposited into a Restricted Gift account or a Discretionary account based on donor specifications. Income earned from fundraising events can be deposited into a Special Activity account. Below you will find additional information regarding the different types of accounts and how they can be used.

### **RESTRICTED FUNDS - ACCOUNTS 60000-69999**

Funds normally received as gifts that have specific restrictions or conditions set forth by the donor. The Cal Poly Corporation (CPC), as the official designee of all gifts to the University, has a fiduciary responsibility to donors to ensure that their gifts are used in the manner in which they specify. Therefore, if a donor is specific in their intent for the gift and an account is not currently established for this purpose, one must be opened. Expenditures must conform to the identified restrictions.

No CPC fiscal fee is charged on these accounts. No income generated by activities can be deposited into a restricted gift account.

### **DISCRETIONARY FUNDS - ACCOUNTS 70000-79999**

Funds resulting from donations that are considered restricted for the use of a college or department and used to support the educational mission of the University.

Expenditures of discretionary funds must conform to Cal Poly Corporation, CPSU, and CSU guidelines including, but not limited to, the Corporation Hospitality Management Guidelines and the Cal Poly Hospitality Policy. They must be related to campus authorized educational, social or business activities, student aid, refreshments and entertainment in connection with meetings, hosting, and payment of memberships in relevant community or professional organizations.

Discretionary fund accounts are not intended to be used to cover activities with significant transactions (including payroll), activities with a specific goal or purpose, or activities where the receipt of income other than gifts may be involved.

No fees are charged by Cal Poly Corporation for discretionary accounts. No income generated by activities can be deposited into a discretionary gift account.

### **SPECIAL ACTIVITY ACCOUNTS 80000-81999**

Special activity programs have a definite purpose and operate with more flexibility and activity than discretionary or restricted accounts. Funds are primarily from project income but may include transfers or donations. These accounts are assessed a 5% monthly fiscal fee based on expenditures. Donations should not be deposited into a Special Activity account.

### **Establishing a New Account:**

If you would like to establish a new Campus Programs account, please complete the Request for New Account application located at <http://www.calpolycorporation.org/docs/>. Once the form is completed please submit to the CPC Business Office - Bldg 15.

If you have any questions regarding the Campus Programs Department please feel free to call x66116.