

INSTRUCTIONAL PROCEDURES

The CSFPF Account Set Up Agreement Request is used to establish or update a Foundation account through the procedures below:

To establish a new Foundation account, the following steps must be taken:

1. Download CSFPF Account Set Up Agreement Request from the CSFPF website: <http://foundation.fullerton.edu/policies-forms/>
2. Complete the Account Setup Agreement Request form by ensuring the following information is provided:
 - Requesting Unit Information
 - Request Type
 - New Account Setup and New Account Name (select if the account is to be established)
 - Update Existing Account (select if a current account requires updating)
 - Account Setup/Update
 - Account Type (Please refer to Account Types in the *Establishing A Foundation Account Policy & Procedures* for the various account restrictions and requirements.)
 - Fund Category (select a category that best ties to the Account Type and Fund Purpose)
 - Fund Purpose (a detailed and precise fund purpose must be provided)
 - Sources of Funds (select all revenue sources that will apply to the account)
 - CSUF Giving Webpage
 - Restrictions or Expenditure Limitations (choose any of the listed restrictions/expenditure limitations that will apply to the account)
 - Disposition of Funds Upon Account Closure (select the default disposition or provide language for a specific disposition.)
 - Authorized Account Signers
 - **NOTE:** This section is to designate account signers responsible for authorizing transactions and certifying expenditures. The College (*Dean*)/Department Head (*AVP or Executive Director*) and a primary authorized signatory are required for all accounts. A College/Department Head may delegate **no more than three (3) signatories**, including the primary signatory.
 - Account Report Access
 - **NOTE:** In addition to Authorized Account Signers, the individual(s) listed in this section will be given access to the Foundation's online account reports.
 - Supporting Documentation
 - **NOTE:** All applicable or required supporting documentation related to the account must be marked on the form and attached.
 - Delegation of Authority Approval
 - **NOTE:** The Division Head or Designee must review, agree and authorize the Account Setup Agreement Request form. The Division Head's Designee must be on file with the Foundation to approve the Account Setup Agreement Request form in place of the Division Head.
3. Submit the Account Setup Agreement Request form with attached documentation through **Adobe Sign** with the following recipient and fields:
 - Recipient email is GiftAdmin@fullerton.edu and assign the role of Approver
 - Fields – in the Advancement Services & CSFPF Use Only box on page 3 (towards the bottom), insert a Signature Field on the Advancement Services Approved line and Signer Info Field – Date on the line for the date

As the form moves through the **Adobe Sign** workflow, each approver will have one business day to process a complete Account Setup Agreement. For additional information regarding foundation account setup, please reference the CSFPF Establishing A Foundation Account Policy on the Philanthropic Foundation website: <http://foundation.fullerton.edu/policies-forms/>