



*Philanthropic Foundation* (formerly known as University Advancement Foundation)

**Primary Signatory Agreement**

As a primary signatory for a Cal State Fullerton Philanthropic Foundation (CSFPF) account, I understand and agree that **I am responsible to reasonably ensure the following:**

All fundraising efforts by my department will be cleared with University Advancement for compliance with any Federal, State, CSU, and CSUF requirements or restrictions.

Donor restrictions on gift deposits to a CSFPF account must be consistent with the established purpose of the account. The CSFPF maintains various accounts for University departments as a technique for efficiently managing donor-imposed restrictions on funds.

Donors should be instructed to make checks payable to the Cal State Fullerton Philanthropic Foundation or CSFPF. Any funds that rightfully belong to the State will *not* be deposited with the Foundation. Essentially, checks made payable to the University or one of its departments or programs cannot be deposited into the CSFPF.

All withdrawal requests and transfers must be consistent with donor intent and compliant with any Federal, State, CSU, CSUF, CSFPF and account restrictions/directives. Withdrawal requests will include a detailed explanation of the business purpose of the withdrawal with sufficient explanation to demonstrate that the transaction is consistent with the University’s educational mission. For payment of invoices, original documentation should accompany the check request.

I understand that interest earnings for Campus Programs and Scholarship accounts are retained by CSFPF to cover its operating costs; that an administrative fee is charged on all endowment accounts based on CSFPF Board policy; that credit card processing fees are charged for credit card deposit transactions; and that other fees may be charged based on the CSFPF Policy on Administrative Fees.

As the primary signatory, I understand that I am responsible for the monthly reconciliation between departmental records and the CSFPF accounting printouts and will work with the CSFPF to correct any discrepancies in a timely manner.

Cal State Fullerton Philanthropic Foundation is an auxiliary organization of California State University, Fullerton. As such, the CSFPF is obliged to manage all funds pursuant to applicable State, CSU, BOT and CSUF policies and procedures.

\_\_\_\_\_  
Typed or Printed Name of Primary Signatory

\_\_\_\_\_  
Signature of Primary Signatory

\_\_\_\_\_  
Date

*Note: CSFPF requires a signed Agreement on file for the Primary Signer on any CSFPF account. If a signer is the Primary Signer on more than one CSFPF account, only one signed Agreement is necessary. Please return signed Agreements to CSFPF, CP850.*