

Reminder - Bi-Tech Project Training

Bi-Tech Upgrade Training Sessions will be held from 9-11am in room 98-C5-15 on the dates below. The new web-based dashboard will provide 24/7 access to financial reports for University and Enterprise Operations.

Monday November 16th, Enterprise Training
Wednesday November 18th, Campus Programs Training

Please RSVP to Debra Poe at drpoe@csupomona.edu as soon as possible, as we have a limited capacity of 20 per class.

Legal Services and Related Fees

The Foundation may be involved in various matters which require the services of legal counsel. These legal services may benefit a particular project, group of projects, or may benefit the entire Foundation. The Foundation has a legal policy to determine who benefits from legal services and determines the fair allocation of the related expenses.

Only the Executive Director, G. Paul Storey, is responsible for authorization of any legal services to be procured. As issues develop which may require the services of an attorney, the Executive Director is responsible for notifying the appropriate project directors, deans, and vice presidents. Although the Foundation account holders may recommend legal counsel, generally the Executive Director shall choose counsel to represent the Foundation.

In determining what projects are charged, the following factors are considered:

1. What or who prompted the issue;
2. Why the issues requires legal counsel to be involved;
3. Who is or was involved with the issue;
4. What projects will benefit from the use of legal services;
5. How the resolution of the issue affects the Foundation as a whole or the respective projects.

The Foundation will allocate legal fees in accordance with the following factors:

A) It shall be the responsibility of the Foundation's Administrative Project to pay the legal costs relating to:

- 1) Services that benefit the entire Foundation, such as memoranda of understanding, agreements, contracts, leases and forms which can be used generically;
- 2) Legal counsel retained to provide opinions, which are requested by the Executive Director and directly benefit the

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WHAT YOU SPEND ON CAMPUS ... STAYS ON CAMPUS.



Surplus funds generated by all Cal Poly Pomona Foundation operations go back to the University to provide financial and facility resources to benefit students, faculty and staff. For more information visit our website at www.Foundation.CSUPomona.edu

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Legal Services and Related Fees

Foundation and indirectly the projects involved.

- B) It shall be the responsibility of a particular account holder to pay any legal costs for:
- 1) Review and/or composition of unique or specific memoranda of understanding, agreements, contracts, leases, forms, etc, that benefit or are required by a specific Foundation account holder;
 - 2) Legal costs that are the result of the action or inaction of a Foundation account holder;
 - 3) Legal counsel retained to provide opinions which are requested by the Executive Director and Foundation account holders and that are specific to and directly benefit a particular program;
 - 4) Where legal counsel is retained without the approval of the Executive Director;
 - 5) Where the Foundation account holder signs an agreement on behalf of the Foundation without the knowledge and/or prior approval of the Executive Director.

In no event shall the Foundation retain legal counsel without prior consent of the Executive Director. In case of a violation of this policy, the associated costs shall be the sole responsibility of the Foundation account holders.

In the event the expense is not allowable by the related project, the Foundation account holders shall provide an alternate project to be charged. The order of financial responsibility for the payment of legal fees shall be as follows:

- 1) The Project Director
- 2) The Department Chair
- 3) The College Dean
- 4) The Vice President(s)

New Object Codes For Account Holders

As a result of Internal Revenue Service tax return requirements which the Foundation must file every year, we have had to add two new object codes for all Foundation accounts.

Object Code 7104 Equipment Purchases is for purchases of information technology type items with a value under \$5,000 each including personal computers, printers, modems, monitors, servers, routers, and computer hardware and accessories.

Object Code 7177 Computer Maintenance is for the maintenance of equipment relating to the items specified above.

Please be sure to use these new object codes for these type of expenditure transactions.

New Flight Rules

In August, the Transportation Security Administration (TSA) began fully enforcing their new Secure Flight guidelines for domestic flights, with international flights scheduled to follow on October 31, 2009.

When proceeding through security, you are now required to provide a photo ID that matches the name on your boarding pass



exactly including full first and middle names. The TSA is also checking birth date and gender, which should be verified by the counter agent when you check in. Some travelers have their names indicated differently between various forms of identification, primarily passport versus driver's license. If you use your driver's license and passport interchangeably when you travel, please check your ID of choice carefully when checking in for your flight.

For more information on TSA regulations, visit the TSA website at www.tsa.gov

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