



Administrative Procedure

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Subject: AUXILIARY SERVICES

1.0. PURPOSE:

To establish the policy governing the responsibilities and scope of operations of CSLA University Auxiliary Services, Inc.

2.0. ORGANIZATIONS AFFECTED:

All departments and organizations officially related to and recognized by the University.

3.0. REFERENCES:

- 3.1. Manual of Policies and Procedures for Auxiliary Organizations of The California State University.
- 3.2. Education Code, Sections 89300-89304 and 89900-89909.
- 3.3. California Code of Regulations, Title 5, Section 42401.
- 3.4. Operating Agreement with Chancellor's Office.
- 3.5. California State University, Los Angeles Administrative Procedure, Subject: Contract and Grant Administration.

4.0. POLICY:

The CSLA University Auxiliary Services, Inc., through an approved operating agreement, shall have sole and comprehensive responsibility and authority for the management/administration of campus support services, commercial services and contract and grant fiscal administration whether self-operated or contracted to another agency/company. Any encroachment/usurpation of the responsibilities by another agency/organization is prohibited without the express written authorization of the CSLA University Auxiliary Services, Inc. Board of Directors and the University Vice President for Administration and Finance.

Approved:

Date:

5.0. DEFINITIONS:

- 5.1. Campus Support Services--Non-academic, non-state supported programs/functions.
- 5.2. Commercial Services--All business operations, including but not limited to, food service, bookstore, vending (food, copy), University conferences and banquets, and other related retail services.
- 5.3. Contracts--An agreement between two or more parties, the specific requirements for which, in most cases that pertain to University faculty, are set forth by the funding source. The written manifestation of a contract generally includes budgetary restrictions. Contracts also usually include frequent consultation and reporting throughout the course of the project between the principal investigator and the funding agency. The degree of involvement will vary with each contract and funding agency.
- 5.4. Grant--The bestowal of funds by a government or private source to an individual or institution requesting support for specific activities or materials. Grant categories may include research, instructional and training programs, dissemination of information, conferences, equipment, and buildings. The written manifestation of a grant, as with a contract, generally includes budgetary restrictions, mutual expectations by all parties for completion of the grant project, financial and narrative reporting requirements, a right of the funding party to audit expenditures, and a right to require funds returned if the agreement is not fulfilled. The requirements will, in most cases, be more detailed in regard to grants than in regard to contracts.

6.0. RESPONSIBILITIES:

The CSLA University Auxiliary Services, Inc., Board of Directors is responsible for the development and approval of all policies related to campus commercial service, campus support service, contract and grant administration, and shall review the operation and policy compliance of each service with the management of the CSLA University Auxiliary Services, Inc., and the campus administration.

7.0. PROCEDURES:

N/A

8.0. APPENDICES:

N/A