



Doing Business @ CSUSM

Business Managers Round Table

Communication made easy!

Finance and Business Services
See DB@CSUSM at <http://www.csusm.edu/fbs/>

DB@ CSUSM Central Repository for all Contracts, Agreements, & MOU's

DATE: September 13, 2004

TO: Deans, Department Chairs, Managers and Department Business Officers

FROM: Art Torres, Director, Procurement & Support Services

- For both risk management and audit purposes, the University has established a central repository for all contracts; agreements and memorandum of understanding that involve any of the University's departments. Procurement & Support Services has been designated to house and manage this document repository. Our goal is to provide a central location, which is easy for all parties to access as required.
- Trustee Policy and Chancellor's Executive Orders limit the authority to sign agreements on behalf of the University or its departments, colleges or divisions. (Executive Order 775, <http://www.calstate.edu/EO/EO-775.pdf>) Maintaining the central repository allows us to ensure that all such agreements have the required CSU language, and are executed according to CSU legal requirements.
- We have established an in-house database allows us to log, track, and monitor expiration dates of contracts and agreements, and the related insurance coverage. By doing this we can assist departments in renewing agreements before expiration dates and ensure that the University is not left legally and financially vulnerable.
- Please review your files for any original agreements, or copies of agreements that should be part of this central repository. Please forward the original document to the Director of Procurement & Contracts, keeping a copy for your department files.
- Please also review your current records and identify any agreements that are active which have not been signed by the CFO/VPFAS, the AVP, Finance and Business Services or the Director of Procurement & Contracts. **Should you have such an agreement, please send it to my attention as soon as possible.** We will obtain proper university authorization, put the document in the University central repository, and send you a fully executed agreement.
- If you have any questions, please contact the Director, Procurement & Contracts, x4443.

Finance and Business Services (FaBS)

... One of the Finance & Administrative Services Families

AVP's Office · Accounting Services · Accounts Payable · Accounts Receivable · Cash Management · Cashiers · FAS Systems Operations
Development · Financial Aid Business Operations · Financial Reporting · Materials Management & Mail Center · Payroll · Procurement &
Contracts · University Controller's Office