

**Campus Area Fund
Establishment Form**

Definitions and Terms:

Endowed Funds are perpetual funds established to assist Cabrillo College programs, services or individual departments. Earnings on permanently restricted assets and temporarily restricted assets will be temporarily restricted. Investment earnings and losses, net of investment and management fees, on permanently restricted funds are to be used for the stated intention of those permanently restricted funds.

Nonendowed Funds are established to assist Cabrillo College programs, services, individual departments or purpose where the intention is to expend the actual funds. Nonendowed funds do not receive investment earnings. For accounts with balances less than \$250 and accounts that have had no activity for two years, the balances will be reallocated from temporarily restricted funds to unrestricted funds.

Authorization:

The Dean shall authorize a person (Authorized Signer of Account) to sign requisitions for expenditure of funds. Pre-approval by the Dean or Vice President is required for all expenditures of funds.

Fund Name _____

Department/Division _____ Nonendowed Fund Endowed Fund

Print Name and phone number of Authorized Signer for Account:

Name _____ Phone _____

Fund to be used: for one specific purpose for ongoing purposes

Statement of Purpose of Fund:

Fundraising Activities Planned to Establish Fund:

Signature of Authorized Signer for Expense Requisitions: _____

Authorized by Dean, Center Director, Librarian, or Vice President:

Signature Date

Printed Name Phone

**** Please return to the Cabrillo College Foundation ***
Attn: Nancy Machado (479-5032)**