



## CSU Monterey Bay Budget & Planning Office

# How to Request a New Trust Fund

### **Purpose**

A Trust Fund is a discretionary fund which allows monies from a special project, group of activities, or services to be used for expenses which are supportive of the university's educational mission and for the exclusive benefit of the university.

### **Procedures:**

1. Send an email to the Director of Budget and Planning and CC in the Lead Budget Analyst requesting a new trust fund number including the following information:
  - a. CSU Fund #
  - b. Reason for Action (C)/Revision (R)
  - c. Effective Date
  - d. Trust Account Name
2. Once you receive a reply with the trust fund number, download the appropriate Trust Fund Agreement template:
  - a. Trust Fund Agreement Template
  - b. Trust Fund Agreement for Greek Organization, Student Organizations, and Student Clubs
3. The Trust Fund Agreement must state the trust fund's purpose, source and use of funds, and authorized persons.
4. After you have completely filled out the form, please route the document for signature through Adobe Sign. Have all signers sign the document in the same order as the form and CC the Budget Office using [budget\\_office@csumb.edu](mailto:budget_office@csumb.edu)
5. When all parties have signed the document, each signer and the Budget Office will receive a copy of the completed document.

Any questions or issues concerning this process can be submitted, via email, to the Budget Office at [budget\\_office@csumb.edu](mailto:budget_office@csumb.edu)