

CSUSB FOUNDATION

Building a Culture of Philanthropy

CSUSB Philanthropic Foundation Contract Procedure

Please follow the steps below to ensure that all CSUSB Philanthropic Foundation contacts/business arrangements are supported by complete written agreements and are executed in a timely manner.

1. **All contracts must also have the CSUSB Philanthropic Foundation [Indemnification Agreement](#) signed by the vendor.**
 - a. *[EO 849](#), California State University Insurance Requirements, dated February 5, 2003, states that auxiliary organizations shall agree to indemnify, defend, and save harmless the state of California, the Trustees of the CSU, the campus, and the officers, employees, volunteers, and agents of each of them from any and all loss, damage, or liability that may be suffered or incurred by state, caused by, arising out of, or in any way connected with the operations of the auxiliary.*
2. **Prices of services rendered must be included in each contact.**
3. **Agreements must be signed in a timely manner and not after services are rendered.**
4. **A copy or scan of each finalized contract with all required signatures must be forwarded to foundation@csusb.edu upon completion. *This is needed each year for auditing purposes.***
5. **The vendor must have a completed [W-9 form](#) on file with Auxiliary Accounting for tax purposes and in order to process payment.**
6. **If the vendor is considered an Independent Contractor, they must complete an [Independent Contractor Determination Form](#) for Auxiliary Accounting.**

Authorized Department gift-account signers are still required to sign payment paperwork but please remember that any binding contracts with the CSUSB Philanthropic Foundation are forwarded to AD-104 for the Executive Director's signature.