



CSUB Foundation

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Date

«Sal_2» «First» «Last»
«Company»
«Address»
«CSZ»

Dear «Sal_2» «Last»:

In compliance with the Education Code regarding auxiliary organizations, in 2005 our Foundation Board adopted a conflict of interest policy and a form to be signed by each director indicating agreement of compliance.

This pertains to transactions between the board member and the CSUB Foundation. It does not change the ability of the board member to transact contracts with the University. In our review, staff examined those areas of business transactions between the board member and the Foundation. In those few cases where there was a problem, we were able to have the contract for the service go to University procurement thereby avoiding any conflict of interest.

I am enclosing for your review and signature a copy of the pertinent section of the code and an acknowledgement section. Please review, sign, and return to me in the enclosed envelope. If you have questions, please call me at 654-2137.

Please be assured of my appreciation for your leadership and all that you are doing for our University.

Sincerely,

Beverly Byl
Vice President for University Advancement
Executive Director, CSUB Foundation

BB:sp
Enclosures