LOUISIANA STATE UNIVERSITY

Finance & Administrative Services

Date: August 21, 2013

To: Vice Chancellors, Deans, Directors and Department Heads

From: Robert Kuhn Robert Kuhn
Interim Vice Chancellor for Finance
& Administrative Services and CFO

Re: Restricted Accounts for Training, Orientation, Professional Development, and Space Usage

The following two resolutions were approved this summer by the LSU Board of Supervisors which could have a direct and positive impact on your activities.

In July, the Board of Supervisors' approved a resolution which allows for the establishment of restricted accounts to collect registration fees in departments and colleges that offer training, academic orientation sessions, camps, professional development seminars, and conferences which require a registration fee. The use of restricted accounts for these activities will allow the accumulation of self-generated funds from year-to-year, as well as provide a means of sustainable funding for continuous annual programming. This funding model may be used as a tool to encourage entrepreneurship with the expectation that current activities can be improved and expanded and new programs will be developed and offered. In addition, offering new and expanded continuing education opportunities to LSU alumni and the local community is a way to maintain and strengthen the connection with LSU graduates and foster new development opportunities. The approval of this resolution is a positive step by the Board of Supervisors toward the goal of providing increased autonomy and flexibility to LSU.

In June, the Board of Supervisors approved a resolution that enables fees collected for space usage to be placed in restricted accounts to be used exclusively for the operation and maintenance of these venues, including the acquisition of new equipment. The ability to restrict the fees will allow for continuous maintenance and upgrades to the technology in these spaces.

In order to facilitate establishment of these new restricted accounts, Form AS505 has been developed and is attached for your use. The request must be approved by the Dean or Unit Director and the Vice Chancellor for Finance and Administrative Services.

If you have any questions concerning accounts, programs or other considerations, please contact Donna Torres at 578-1623 or dtorres@lsu.edu.

C: President and Chancellor Alexander
Executive Vice Chancellor and Provost Bell
Associate Vice Chancellor Torres

Louisiana State University
Office of Accounting Services
Financial Accounting & Reporting
204 Thomas Boyd Hall

REQUEST FOR RESTRICTED SELF GENERATED ACCOUNT AS505

☐ Space Usage ☐ Registration Fees

Campus		
College		Campus/College # (3 digits)
Department		Department # (5 digits)
Suggested Account Name		
Contact	E-mail	Phone

Purpose of Account _____

Source of Funding/Receipts _____

Authority to Restrict Funds _____

Detailed Description of Activity _____

_____

_____

Approved by

_____	_____	_____
Dean/Unit Director	Printed Name	Date
_____	_____	_____
Vice Chancellor Finance & Administrative Services	Printed Name	Date

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FOR ACCOUNTING SERVICES USE ONLY

Account Title _____

Primary Org ID _____ D-Code _____

Account Number _____ - _____ - _____

Processed by _____ Date _____

Rev 08/13