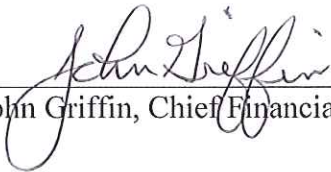




Procedure Number: LI001

Accounting for Licensing Activity
January 23, 2006
Revised: June 18, 2012


John Griffin, Chief Financial Officer

Effective July 1, 2005, the accounting for licensing activities on campus will be performed by both TUC and CSUN. The following procedure will compare TUC General Ledger information with CSUN General Ledger information. A monthly management report will be created to provide operational control and visibility.

Monthly procedure:

1. Accounting personnel will run a report of all items in account 233100-A4100-27200 after the end of the month.
2. By the 10th work day:
 - a. Accounting personnel will send CSUN a check for all Licensing receipts. Security deposits will be kept and maintained at TUC.
 - b. Accounting personnel will invoice CSUN for all monthly expenses including the 10% administrative charge.
3. Accounting personnel will invoice CSUN for all direct expenses incurred. The PeopleSoft departmental report for Licensing will be attached as detail information.