

# Policies & Procedures

## 1. Conflict of Interest Policy

PURPOSE: To provide that the California State University, Stanislaus Foundation operates in accordance with applicable regulations and policies of the CSU Board of Trustees and the campus.

REPLACES: NEW

EFFECTIVE DATE: December 18, 2002

### CONFLICT OF INTEREST POLICY

#### I. AUTHORITY

California Education Code, Section 89906: No member of the governing board of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he is a member, and any contract or transaction entered into in violation of this section is void.

California Education Code, Section 89907: No contract or other transaction entered into by the governing board of an auxiliary organization is void under the provisions of Section 89906, nor shall any member of such board be disqualified or deemed guilty of misconduct in office under said provisions, if the circumstances specified in the following subdivisions exist: (a) The fact of such financial interest is disclosed or known to the governing board and noted in the minutes, and the governing board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members, and (b) The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved.

California Education Code, Section 89908: The provisions of Section 89907 shall not be applicable if the circumstances specified in any of the following subdivisions exist:

a. The contract or transaction is between an auxiliary organization and a member of the governing board of that auxiliary organization.

b. The contract or transaction is between an auxiliary organization and a partnership or unincorporated association of which any member of the governing board of that auxiliary organization is a partner or in which he is the owner or holder, directly or indirectly, of a proprietorship interest.

c. The contract or transaction is between an auxiliary organization and a corporation in which any member of the governing board of that auxiliary organization is the owner or holder, directly or indirectly, of 5 percent or more of the outstanding common stock.

d. A member of the governing board of an auxiliary organization is interested in a contract or transaction within the meaning of Section 89906, and without first disclosing such interest to the governing board at a public meeting of the board, influences or attempts to influence another member or members of the board to enter into the contract or transaction.

California Education Code, Section 89909: It is unlawful for any person to utilize any information, not a matter of public record, which is received by him by reason of his

membership on the governing board of an auxiliary organization, for personal pecuniary gain, regardless of whether he is or is not a member of the governing board at the time such gain is realized

## II. PURPOSE

The CSU Stanislaus Foundation is a legal entity under State law and subject to specific statutes, regulations, and policies of State, Federal, and some times local governments. To the extent that non-State funded activities occur on a campus, the campus President is directly responsible by State statute for ascertaining that all expenditures by the CSU Stanislaus Foundation are in accordance with policies of the trustees, and to require that the CSU Stanislaus Foundation operate in conformity with policy of the board of Trustees and the campus.

California State University, Stanislaus Foundation is to operate in accordance with applicable regulations and policies of the CSU Board of Trustees and the campus. Even though auxiliary organizations may be organized as corporations, they are first and foremost auxiliary organizations of the CSU and must therefore operate pursuant to the specific statutes and regulations applicable to auxiliary organizations.

Based upon the authority cited above, the CSU Stanislaus Foundation is required to adopt a conflict of interest policy and procedures for members of their governing boards and employees. The governing board members and employees are required to receive and sign an annual Statement of Compliance.

## III. POLICY GOVERNING BOARD OF DIRECTORS AND EMPLOYEES

No member of the governing board of directors or employee of CSU Stanislaus Foundation shall be financially interested in any contract or other transaction entered into by the governing board that is not in accordance with the conflict of interest provisions set forth in Education Code 89906-89909.

To avoid contracts or transactions entered into by the governing board of the CSU Stanislaus Foundation from being voided, a board member must disclose a financial interest which could be impacted by the action of the governing board. Under these circumstances the board member must refrain from any action to influence or approve such a transaction.

## IV. REPORTING

The CSU Stanislaus Foundation Executive Officer shall provide the campus Chief Financial Officer with a report of compliance with this policy. The report should include the names, positions, terms of office and date compliance statements were signed. This report shall be forwarded to the campus Chief Financial Officer annually by June 15. Violations of the conflict of interest policy shall be reported to the campus Chief Financial Officer upon discovery.

## V. DEFINITIONS

"Conflict of Interest"- a conflict of interest is defined as participating in or making decisions which could reasonably affect a person's economic interests in a material way and that such participation would impact the person's economic interest differently than other persons with the same association with the auxiliary organization.

"Statement of Compliance" - The annual statement signed by each member of an auxiliary governing board which signifies that they have read and understood the provisions set forth in Education Code Sections 89906-89909 and are not financially interested in any contract or other transaction entered into by the CSU Stanislaus Foundation.

## **2. General Investment & Spending Policy**

**PURPOSE:** To provide general guidance relative to the delegation of authority and responsibility, the policies needed, and the review requirements in order that management may keep funds properly invested.

**REPLACES:** Endowment Reserve Fund Spending Policy and Investment Strategy Amendment of Foundation Reserves and Endowment Funds

**EFFECTIVE DATE:** December 18, 2002

### GENERAL INVESTMENT AND SPENDING POLICY

#### I. BACKGROUND AND PURPOSE

The effective management of Foundation investments is the responsibility of the Board of Directors. To ensure investments are managed in accordance with generally accepted practices and procedures prudent for a non-profit auxiliary of a California State University, the Board has established a Finance and Investment Committee. The purpose of the Finance and Investment Committee is to assist in the development and implementation of investment and spending policies and practices, determining investment objectives, and monitoring and reporting the progress of investments and spending.

The investment management responsibilities of the Foundation Board of Directors differ from those of the management of commercial organizations. The Foundation shares many of the characteristics of a college or university in that it is exempt from income and capital gains taxation, has fiduciary responsibility for a significant amount of perpetual funds, and needs both current income and indefinite future protection of the purchasing power of these perpetual funds. Few investment constraints exist except in the area of real estate and non-related business activities. Care must be exercised to avoid any unwise investment or spending that could bring discredit to the Foundation, or endanger its financial viability, but the Board has relative freedom in investing and spending funds.

In exercising judgment under this policy, the members of the Finance and Investment Committee and the Foundation Board as a whole shall consider the long- and short-term needs of the institution in carrying out its purposes, its present and anticipated financial requirements, expected total return on its investments, general economic conditions, the appropriateness of a reasonable proportion of higher risk investment with respect to institutional funds as a whole, income, growth, and long-term net appreciation, as well as the probable safety of funds.

The primary responsibility of the Board of Directors is to set policy that will insure investment consistent with best industry practice. This policy will be used as a guideline by the Finance and Investment Committee and all investment management advisers/agencies retained by the Foundation.

## II. POLICY

### A. Delegation of Authority and Responsibility

1. Article IX, Section 6, of the Bylaws of the Foundation permits the Board of Directors to act through committees established by the Board and to assign powers and functions to such committees, consistent with the Articles of Incorporation and the Bylaws.
2. The Board, therefore, delegates to the Finance and Investment Committee, within the policies discussed in Paragraph B below, the authority to act as an extension of the Board to fulfill the Board's fiduciary role over trust and institutional funds and invested general funds.

Since the administration of the Foundation's investment program involves trust, agency, short-term, perpetual, and other funds, and diverse needs for investment earnings, varying investment objective statements are required to facilitate the administration of the investment and spending program. This Finance and Investment Committee shall, therefore, develop and recommend to the Board a full range of investment and spending statements to assure compliance with CSU and University policy and provide guidance for the conduct of the total investment program.

## III. OBJECTIVE

The objective of this General Investment and Spending Policy is to define the categories and allocation of investment assets managed by the Foundation and to establish basic investment management guidelines for each asset type. This policy will be used as a basic reference point for the development of investment practices and procedures in the creation of investment goals, asset allocations, income allocations, investment review and reporting, and spending.

This policy applies to all donations made to the Foundation unless a separate, written agreement with a donor exists that defines and controls the use of donated funds.

## IV. INVESTMENT ASSETS

Foundation assets consist of the General Fund, Designated Program Fund, Campus Program Fund, Sponsored Program Fund, Endowment Fund, Scholarship Fund, and Student Loan Fund. All of these funds are non-State monies, separate and distinct from State General Fund. Each fund has specific requirements as to risk and spending. Annual income, risk tolerance, appreciation of principal, and regulatory and donor restrictions are areas that need to be considered. The funds and their descriptions are:

### 1. General Fund

Definition -The General Fund is comprised of unrestricted funds allocated and expended for the operation of the Foundation. The General Fund is treated as a demand deposit for investment management purposes.

Investment objective - No risk of principal while maintaining full liquidity.

Permitted investments - Financial institution deposit accounts.

Spending policy - All principal may be spent as designated by the Foundation Executive Director.

Investment earnings - Minimal earnings on these fund balances is expected.

## 2. Designated Program Fund

Definition - The Designated Program Fund is comprised of unrestricted funds, which may have been designated by the Board for specific activities, or programs expected to be completed within a 1- to 2-year period. Designated Program Funds also may include donor-restricted contributions for specific projects or programs to be completed within a 1- to 2-year period. The designated program fund is treated as a demand deposit for investment management purposes.

Investment objective - Minimal risk of principal while maintaining full liquidity.

Permitted investments - Financial institution deposit or money market accounts, or short-term investment pooled funds.

Spending policy - All principal may be spent according to the designated terms and appropriate authorizations.

Investment earnings - Investment earnings on these fund balances are credited to Auxiliary Business Services in lieu of payment for accounting services rendered.

## 3. Campus Program Fund

Definition - Campus Program Fund accounts are under the expenditure authority of various campus departments and organizations and are financially administered through the Foundation as a grantee or subgrantee. The Campus Program Fund is treated as a demand deposit for investment management purposes.

Investment objective - Minimal risk of principal while maintaining full liquidity. Permitted investments - Financial institution deposit or money market accounts, or short-term investment pooled funds.

Spending policy - All principal and interest may be spent according to specific program directions, restrictions, and authorizations.

Investment earnings - Investment earnings on these funds are credited to each Campus Program Fund on a semi-annual basis.

## 4. Sponsored Program Fund

Definition - The Sponsored Program Fund accounts are restricted grant and contract research funds, which are financially administered by the Foundation in an agency relationship. The sponsored program fund is treated as a demand deposit for investment management purposes.

Investment objective - No risk of principal while maintaining full liquidity.

Permitted investments - Financial institution deposit accounts.

Spending policy - Fund balances are spent according to the terms of the grant or contract.

Investment earnings - Minimal earnings on these fund balances is expected. Except for earnings on Federal grant and contract fund balances, earnings on these funds are credited to each Sponsored Program Fund on a semi-annual basis. Earnings on Federal grant and contract fund balances, if any, is remitted to the Federal government according to government regulations

## 5. Endowment Fund

Definition - The Endowment Fund is comprised of contributions made with the expectation that the Fund will be available in perpetuity. The Fund is comprised of contributions in which the combined principal amount of contributions are pooled and protected as a high investment priority to provide a perpetual source of funds to generate investment returns to be spent annually on scholarships, equipment, or other operational needs.

Investment objective - The long-term total return is targeted to mirror the performance of the U.S. financial market i.e., to own a full participation in the U.S. domestic equity and bond markets. A concurrent objective is to limit the volatility of investment earnings to provide a stable revenue stream to fund endowment defined activities to the extent feasible. The funds will be invested in a balanced portfolio comprised of both fixed income and equity investments. Moderate risk of invested principal will be permitted to allow for higher investment yields.

Permitted investments - Indexed investment portfolios as provided by a professionally licensed investment management firm, or managed funds of bank or brokerage companies as recommended by the Finance and Investment Committee and approved by the Board. In all cases, the overall investment program should be a well-diversified portfolio containing corporate and government bonds, common stocks of publicly traded companies, and cash equivalents.

Spending policy - The interest and dividends earned on the investment portfolio will be expended each year. The capital appreciation earned by the portfolio will remain unspent to assure that the Endowment Fund is not devalued by inflation. The spending amount for any given fiscal year will be the interest and dividend earnings in the prior fiscal year, i.e., the amount available for spending in fiscal year B (advertised in the fall) will be the amount actually earned as of June 30 of fiscal year A (the prior fiscal year).

The conservative assumption underlying this spending approach is that over the long term the interest and dividend earnings of a balanced portfolio will average 3% per annum and that capital appreciation will average 3% per annum. The Finance and Investment Committee will evaluate the investment assumptions on an ongoing basis.

Investment earnings - Investment earnings on these funds are allocated to the Endowment Fund pool on at least a semi-annual basis.

## 6. Scholarship Fund

Definition - The Scholarship Fund is comprised of funds restricted for the purpose of providing CSU Stanislaus students financial aid opportunities in the year funds are contributed. Each scholarship fund is treated as a demand deposit for investment management purposes. These scholarships are distinct and independent from those provided through Endowment Funds.

Investment objective - Minimal risk of principal while maintaining full liquidity. Permitted investments - Financial institution deposit or money market accounts, or short-term investment pooled funds.

Spending policy - The entire balance of each account is available for immediate spending according to specific scholarship provision, directions, and restrictions established in agreement with the donor.

Investment earnings - Investment earnings on these fund balances are credited to Auxiliary Business Services in lieu of payment for accounting services rendered.

#### 7. Short-Term Student Loan Fund

Definition - The Student Loan Fund is comprised of restricted contributions pooled for the purpose of distributing principal and accumulated investment earnings to students in the form of short-term loans. These student loans are distinct and independent from support provided through the Endowment and Scholarship Funds.

Investment objective - Minimal risk to principal while maintaining full liquidity. Permitted investments - Financial institution deposit or money market accounts, or short-term investment pooled funds.

Spending policy - Up to 80% of the principal balance may be distributed as loans at any given time.

Investment earnings - Investment earnings on these funds will be allocated to the Student Loan Fund on a semi-annual basis. These short-term loans must be repaid within 60 days; only a 5\$ transaction fee is charged to the borrower.

#### V. INVESTMENT POOLS

In order to facilitate the efficiency and cost effectiveness of administering the investment of these funds, it becomes necessary to pool funds for investment purposes. Each Fund will share equally in the various pooled earnings based on its pro-rata share of the total investment pool.

Investment pools will consist of the following:

Cash Pool - The cash pool will consist of cash and cash equivalent investments only. The purpose of the pool is to provide full liquidity while maintaining preservation of principal.

Short-term Investment Pool- The short-term investment pool will consist of cash, cash equivalent, bond, and equity funds with the primary objective of providing maximum annual income, while maintaining preservation of principal with moderate to low levels of risk.

Long-term Investment Pool - The long-term investment pool will consist of cash, cash equivalent, bond, and equity funds with the primary objective of providing annual income, while providing the opportunity to grow the principal balance at a rate greater than inflation. Investment asset allocation will be:

- i. 55% equity,
- ii. 45% bonds, and
- iii. 10% cash and cash equivalents.

A maximum 10% variance in these allocation categories will be tolerated. Quarterly the Finance and Investment Committee will review the performance of the various asset categories and the investment portfolio as a whole. Rebalancing of the portfolio as needed to stay within the 10% variance tolerance will be made annually.

## VII. INVESTMENT REPORTING

On a quarterly basis, Foundation management will report investment performance and activity to the Finance and Investment Committee for its review and action, and the Committee Chair will provide an information report to the full Board.

### **3. Gifts of Software Acceptance Policy**

PURPOSE: To provide general guidance relative to accepting gifts of software.  
REPLACES: none  
EFFECTIVE DATE: December 18, 2002  
REFERENCE: CSU Gifts of Software Policy/Guidelines and Procedures Revised June 8, 1999

#### GIFTS OF SOFTWARE ACCEPTANCE POLICY

##### I. BACKGROUND AND PURPOSE

It is the intent of this guideline to protect the importance and value of gifts of software while at the same time valuing and reporting on such gifts in a manner that is standardized and consistent among the CSU campuses as well as with other colleges and universities.

Establish a reasonable valuation that follows the CASE guidelines by recording the educational discount price. If the educational discount price is not provided by the donor, the recipient is to independently determine the actual price that would be paid for the software if it were to be purchased directly. The recipient must ascertain and compare the actual software configurations for which the price is being determined.

##### II. POLICY

A. Only the license value of the software is to be recorded. The number of seats is not to be considered in determining the value.

B. Any fee charged to the campus or department for the license is to be deducted from the total gift value recorded.

C. No gifts of software should be recorded for more than three years when received as a multi-year gift.

D. If the donor provides IRS Form 8283, record the gift according to the Form, unless the amount is known to be more than the educational discount. If the gift value is known to be more than the educational discount the Development Officer will contact the donor to explain the policy and assist then in calculating the educational discounted price. IRS Form 8283 would then be modified by the donor and resubmitted using the educational discount value.

E. In the rare instances where one campus serves as the lead campus in obtaining gifts of software, prior approval must be obtained from the system office, by written request and declaration of the valuation of the total gift and the disbursements for each involved campus. In addition, there must be written agreements among the chief advancement officers of the involved campuses regarding the receipt, valuation, recording and reporting of such gifts.

F. In reporting year-end voluntary support to the Chancellor's Office, an additional line item will be included that separately indicates gifts of software received.

## II. CAMPUS GIFTS OF SOFTWARE POLICY COMMITTEE

The Campus Gifts of Software Policy Committee will be comprised of the Vice President for University Advancement or designee (chair), Vice President for Business and Finance or designee, Assistant Vice President for the Office of Information Technology, Director for Advancement Services, faculty/academic department representative, and a CSU Stanislaus Foundation Board member.

## III. PROCEDURE

A. The software license gift acceptance should be incorporated into the Gifts of Software Acceptance Form. The Gifts of Software Acceptance Form is to be completed by the recipient of the gift, who is responsible for providing supporting documentation concerning the valuation of the gift.

B. The form should be submitted to the Campus Gifts of Software Policy Committee for review and approval of the valuation for the gift based on CSU policy guidelines.

C. Upon approval of the Campus Gifts of Software Policy Committee, the Foundation will receive the gift, with Advancement Services recording the gift of software as an in-kind gift contribution.

## **4. Public Relations Expenditure Policy**

PURPOSE: To provide general guidance relative to expenditures to promote the purposes, objectives and educational mission of the Foundation or University.

REPLACES: Public Relations Policy, 1996

EFFECTIVE DATE: December 18, 2002

### PUBLIC RELATIONS EXPENDITURE POLICY

#### I. BACKGROUND AND PURPOSE

It is the policy of the Foundation to incur expenditures to promote the purposes, objectives and educational mission of the Foundation or University. These expenditures, collectively referred to as public relations expenditures, must be directly related to, or associated with, the active conduct of official University or Foundation business.

Public Relations include those functions that are intended to create or promote favorable publicity and support for the Foundation and/or the University and their related projects.

Public Relations is a means for development and growth of both the Foundation and the University, in terms of fulfilling the mission and programs, fund raising, providing the facilities, people and other resources required by a first-rate university, making its services and resources available to the citizens of our service area, and in promoting the professional growth and enterprise of those who represent the University.

For purposes of this policy, the term "public relations" will be used to refer to all of the following types of expenditures, unless otherwise noted.

- Community relations
- Hospitality (see University document and form). This policy is consistent with, and incorporates, the Chancellor's Executive Order No. 761.
- Employee relations

This policy applies to all public relations expenditures including grants and contracts, the Foundation general and designated funds, and all agency (trust) funds including, the President's Excellence Funds, Discretionary funds of Vice Presidents and Deans, and others.

The expenditure of funds for public relations should be cost effective. When determining whether a hospitality expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.

The CSU Stanislaus Foundation Executive Officer is responsible for implementation of this policy and ensuring that the occasions and expenses are in accordance with this policy. Authorized individuals approving payment or reimbursement of hospitality expenses are responsible for the review and approval of the documentation, ensuring that it is an allowable expense, complete, accurate and all required documents, with approvals, are attached.

## II. AUTHORITY

The Foundation's governing documents charge the Foundation with promoting the purposes, objectives and educational services of the California State University, Stanislaus. As required by Title 5, Section 42502, the Foundation's Board of Governors has established this policy as a means of implementing this charge.

The Office of the Chancellor's "Compilation of Policies and Procedures for California State University Auxiliary Organizations" sets forth the standards under which the California State University, Stanislaus Foundation operates. According to Section 9 of the policy manual:

- Each auxiliary organization shall maintain documentation for expenditures consistent with good business practice, and in keeping with applicable documentation standards required by Federal, State and local governments (section 9.2.1.2.A).
- When foundations expend funds for goods or services that are not a direct cost of a project and which may not be readily seen as within the educational mission of the CSU, special documentation (as shown below) must be provided. For example expenditures for campus hospitality or public relations should be adequately documented in order to demonstrate that they are within the educational mission of the campus. Typical expenditures for these activities include the cost of meetings, conferences, receptions, and cost of individual or group meals. (section 9.2.1.2.B.3)

With respect to auxiliary organizations, California Education code Section 89900 (b) provides, in pertinent part " ...the president... shall be responsible for ascertaining that all expenditures are in accordance with policies of the trustees, the propriety of all expenditures, and the integrity of the financial reporting made by auxiliary organizations". The Foundation must obtain adequate documentation to allow the President or designee to make an evaluation of expenditures.

### III. DEFINITION OF ALLOWABLE EXPENDITURES

Allowable costs are those deemed ordinary, reasonable and necessary for the pursuit of the University or Foundation's public relations, University relations, community affairs, research and development goals; so long as they are consistent with the Internal Revenue Service standards which apply to nonprofit tax-exempt corporations and within the educational mission of the University. Daily reimbursement of lunches would not be considered ordinary, reasonable and necessary.

Public Relations expenses are usually reimbursed on the basis of actual costs incurred. Public Relations expenditures include:

1. Membership and participation in the activities of community groups, including but not limited to service clubs and community-wide organizations of leading citizens in education, business, government, industry, and agriculture, with which the University or Foundation may properly serve the needs of the campus community.
2. Hospitality which includes the provision for meals (catered or restaurant), light refreshments (beverages, hors d'oeuvres, pastries, cookies, etc.), promotional materials, gifts, and travel expenses for official guests of the University or Foundation. Hospitality includes expenses for activities that promote the University or Foundation to the public, usually with the expectation of benefits accruing directly or indirectly to University or Foundation.
3. Awards of tangible personal property in recognition of service or achievement directly benefiting the University or Foundation. Cash/check awards to University or Foundation employees are subject to payroll taxes and withholding. Noncash awards (watches, clocks, pens, etc) are nontaxable if the award is \$400.00 or less. Any awards greater than \$400.00 are taxable.
4. Gifts given or bestowed upon an individual, group, or entity with the expectation of benefit accruing to the University or Foundation.
5. Promotional materials of tangible personal property distributed to promote the name or image of the University or Foundation, to provide information, or enhance the University or Foundation productivity. Promotional materials are of minor value and bear the logo, icon or information identifying the University or Foundation such as a pen, folder, calendar, or clothing.
6. Employee relations for events such as employee recognition or length of service awards or retirement presentations or gatherings.
7. Business related meals, when it is necessary for employees to conduct official University or Foundation business during a meal. There must be a reasonable expectation that the University or Foundation will benefit from the expenditure. They may be reimbursed for actual meal expenses substantiated by a receipt.

8. Official activities commonly engaged in by campus administrators and reasonable for promoting and maintaining student, faculty, and staff recruitment, morale, and/or development, and for developing and maintaining effective relations with the community. Such activities may include, but are not limited to campus receptions, public ceremonies, lay advisory committees (approved by the University President) and any and all of the academic disciplines and programs of the University. Typical expenditures for these activities include the cost of meetings, conferences, receptions, open houses and cost of individual or group meals.

9. This policy provides the means for appropriate participation in bona fide activities by the spouse or significant other of an officer, employee, or other delegate of the University or Foundation where such participation is reasonably intended to achieve the Public Relations objectives of the University or Foundation.

10. Flower purchases for official University or Foundation functions such as commencement, award ceremonies, seminars and official receptions. Flowers may be purchased for faculty or staff to recognize significant professional achievement. Additionally flowers may be purchased for funeral arrangements for deceased employees, retired employees or donors. Monetary contributions, not to exceed \$100.00, to a non-profit charity, research or educational organization is permitted in lieu of flowers.

No reimbursement shall be allowed for the following expenses:

- Employee birthday, baby shower, wedding, anniversary and farewell gatherings.
- Tuxedo or other clothing rental.
- Political contributions, except capital bonds supported by the California State University Board of Trustees and authorized by the University President.

#### IV. PROCEDURE

##### Reimbursement Procedures For Allowable Public Relations Activities

1. Prior approval of the Approving Authority must be obtained in writing. A Purchase Requisition and Hospitality form will be developed and used by the CSU Stanislaus Foundation. Approval requests must contain the following information:

- Name of person making request.
- Name of person(s) or group for whom the public relations activity or event is planned.
- Relationship to the CSU Stanislaus Foundation.
- Date, location and type of activity or event.
- Business purpose of activity or event (Generic purpose statements such as "promotes positive relations", "community relations", or employee relations" are not acceptable. Be specific. The purpose must be within the educational mission of the University.
- Estimated cost of activity or event including breakdown of expense items.
- Signature of preparing party.
- Signature of approving party.

2. The approved written request form will be submitted to the Auxiliary Accounting Department with the request for encumbrance of the appropriate funds.

3. Upon completion of the activity or event all original itemized receipts and supporting documentation must be attached to the authorization form with the following information:

- Name of payee
- Total (actual) amount to be reimbursed
- Account number
- Authorized signature for account (the account signer is responsible to ascertain the necessity and reasonableness of the authorization and that the adequate documentation is attached to support the authorization.)

The completed form should be submitted to the individual responsible for approving payment. Upon approval and verification that all supporting documents, with required signatures for pre-approvals, are attached, the form should be forwarded to the Auxiliary Accounts Payable department for payment processing.

4. The following are not acceptable:

- Signature stamps may not be used; original signatures are required.
- Account signers may not approve authorizations payable to themselves; thus an approval by the account signer's supervisor is required.
- Account signers may not approve authorizations payable to their supervisors. The approving authority must be at a higher level than the payee.

## **5. Gift Processing Policies and Procedures**

The Gift Processing Policies and Procedures Manual is a 42 page document. Please go back to Advancement Services page to download the PDF file in order to view this manual.