

# Source and Use of Public Relations Funds Policy

## **Purpose:**

To provide policy guidance on the accumulation and use of funds by the CSULB 49er Foundation (49er Foundation) for public relations purposes.

## **Policy:**

### **Solicitation and Accumulation of Public Relations Funds:**

The CSULB 49er Foundation does not solicit public relations funds and does not annually budget for funds to be available for public relations purposes.

### **Source of Public Relations Funds:**

Public relations funds, when expended, may be sourced from 49er Foundation-held Discretionary or Restricted Funds. These funds may be derived from various sources including corporate auxiliary revenues, donations, or the proceeds from the sale of non-cash gifts made to the 49er Foundation. Expenditures from Discretionary or Restricted Funds must clearly advance the objectives of the campus and the California State University and be consistent with applicable procurement and accounting practices. In general, expenditures must be appropriate for campus authorized educational, social, development, hospitality, community and employee relations, employee business travel and related considerations, student aid, and for other purposes that benefit California State University or the campus. All expenditures from a Restricted Fund must be clearly consistent with the restricted purpose.

## **Procedures**

Any expenditure of the 49er Foundation funds for purposes of public relations shall only be at the request of the University President. The source of funds would be any Discretionary or Restricted Fund account that is available to the President. Pursuant to the Foundation's purchasing policies and procedures, the request shall be accompanied by appropriate supporting documentation, with dates, purpose and individuals or groups involved, location, and amounts clearly stated, and any other requirements.

## **Policy Filing**

The 49er Foundation shall file a copy of this Policy with the Chancellor's Office, per the requirements of Title 5 California Code Regulations. §42502(i).