

## **PUBLIC RELATIONS FUNDS SOURCE AND USE POLICY**

### **I. NAME**

This document shall be called the Public Relations Funds Source and Use Policy.

### **II. PURPOSE**

Per Title 5 California Code of Regulations (section sign)42502(i), each auxiliary organization shall maintain a policy on the "accumulation and use of public relations funds if such funds are obtained and used by the auxiliary organization to augment State appropriations for public relations." The policy must include "...the policy and procedures on solicitation of funds, source of funds, amounts, and purpose for which the funds will be used, allowable expenditures, and procedures of control."

### **III. DATE OF EFFECTIVENESS**

This policy shall be effective upon approval of the Associated Students (AS) Board of Directors (BOD).

### **IV. AMMENDMENTS**

This policy may be amended by a 2/3 majority vote of the AS BOD.

### **V. POLICY**

The AS does not solicit public relations funds, and does not annually budget for funds to be available to augment public relations purposes.

### **VI. GUIDELINES**

#### **A. Source of Public Relations Funds**

Public Relations funds when expended may be sourced from AS-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 AS. Expenditures from Discretionary or Restricted Funds must clearly advance the objectives of the campus and the California State University, and that are 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.

#### **B. Procedures**

Any expenditure of AS funds for purpose of public relations shall only be by the approval of the AS BOD and University President. The source of funds would be any Discretionary or Restricted Fund account that is available for this purpose. Pursuant to the AS'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.

C. Policy Filing

AS shall file a copy of this Policy with the Chancellor's Office per the requirements of Title 5 California Code of Regulations. (section sign)42502(i).

APPROVED BOD: 11/19/03