

**HSU ADVANCEMENT FOUNDATION
PUBLIC RELATIONS FUNDS, SOURCE AND USE POLICY
APPROVED AT SEPTEMBER 30, 2004 BOARD MEETING**

I. PURPOSE

To provide policy guidance on the accumulation and use of funds by the Foundation for public relations purposes.

II. BACKGROUND

Per Title 5 California Code of Regulations §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 procedure on solicitation of funds, source of funds, amounts, and purpose for which the funds will be used, allowable expenditures, and procedures of control."

III. SOLICITATION AND ACCUMULATION OF PUBLIC RELATIONS FUNDS

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

IV. SOURCE OF PUBLIC RELATIONS FUNDS

Public relations funds, when expended, may be sourced from Foundation-held unrestricted 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 Foundation. Expenditures from unrestricted 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.

V. PROCEDURES

Any expenditure of Foundation funds for purposes of public relations shall only be at the request of the University President. The source of funds would be any unrestricted fund account that is available to the President. The request shall be accompanied by the appropriate supporting documentation, with dates, purpose and individuals or groups involved, location, and amounts clearly stated, and any other requirements.

VI. POLICY FILING

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