HUMBOLDT STATE UNIVERSITY CENTER	**Section No.** **<u>200</u>**
POLICY MANUAL	***Document No.*** ***<u>206</u>***

Section: **Policy Statement – Fiscal**

Subject: **Public Relations Expenditure Policy**

Purpose: This policy is adopted in accordance with California Code of Regulations, Title 5, §42502(i), which requires auxiliary organization governing bodies to approve expenditures for public relations or other purposes that augment California State University (CSU) appropriations and to maintain a written statement governing the accumulation and use of such funds.

This policy establishes the Humboldt State University Center's (Auxiliary) standards regarding the authorization, source, and control of public relations expenditures in accordance with applicable law and the Auxiliary's Operating Agreement with the CSU.

Original Adoption Date: October 2, 2001
Revised: October 11, 2001
Last Revised/Approved: April 21, 2026

I. Policy

The Humboldt State University Center (Auxiliary) shall not expend funds for public relations or other activities intended to augment CSU appropriations unless such expenditures are:

1. Consistent with Title 5 and the applicable Operating Agreement;
2. Formally authorized by the governing board; and
3. Included in the Auxiliary's approved operating budget.

At this time, no public relations expenditures are authorized.

II. Definition of Public Relations Expenditures

Public relations expenditures are defined as expenditures intended to augment CSU appropriations through outreach, fundraising, or other external engagement activities. The Auxiliary does not currently engage in such activities.

III. Solicitation

The Auxiliary does not solicit funds from external sources.

IV. Source of Funds

The Auxiliary's revenues are derived primarily from investment earnings and other internally authorized sources consistent with its Operating Agreement.

The Auxiliary does not accumulate or designate funds for public relations purposes.

V. Allowable Expenditures

No public relations expenditures are currently authorized.

VI. Accounting Control

Should public relations expenditures be authorized in the future, such expenditures must be specifically approved by the Board of Directors, included in the approved operating budget, and comply with Title 5 and applicable CSU policy.

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