

SOURCE AND USE OF PUBLIC RELATIONS FUNDS POLICY

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BACKGROUND AND PURPOSE

Title 5 of the California Code of Regulations, 42502(i), requires each auxiliary organization to 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.”

Executive Order No. 761 prescribes rules and restrictions that apply to hospitality expenses and reimbursements for fund sources, including those held and administered by an auxiliary organization.

SOLICITATION AND ACCUMULATION OF PUBLIC RELATIONS FUNDS

Associated Students at San Francisco State University (“Auxiliary”) does not solicit public relations funds, and does not annually budget for funds to be available for public relations. Any Auxiliary funds used for public relations purposes are budgeted for annually and the budget is approved by the Board of Directors and University President.

SOURCE OF PUBLIC RELATIONS FUNDS

Public relations funds, when expended, may be sourced from Auxiliary-held Discretionary. These funds may be delivered from various sources including corporate auxiliary revenues, donations, or the proceeds from the sale of non-cash gifts made to the Auxiliary. Expenditures from Discretionary 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.

PROCEDURES

Any expenditure of Auxiliary funds for purposes of public relations shall only be at the request of the Executive Director. The source of funds would be any Discretionary account that is available to the Executive Director. Consistent with sound 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 Auxiliary shall file a copy of this Policy with the Chancellor's Office, as required by Title 5 of the California Code Regulations 42502(i).

SOURCE AND USE OF PUBLIC RELATIONS FUNDS POLICY APPROVAL AND REVISION HISTORY

Source and Use of Public Relations Funds Policy was Approved by the AS Board of Directors on 07/12/2017