

CALIFORNIA STATE UNIVERSITY, FRESNO FOUNDATION
COMMUNITY RELATIONS AUTHORIZATION

Date:		Cost Center Name:	
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VENDOR & INVOICE INFORMATION

Vendor #(For Foundation use only):			
Vendor Name:			
Address:			
Address:			
City, State, Zip:			
Invoice Date:		Invoice Number:	
Invoice \$ Amount:			

ACCOUNTING INFORMATION

<u>Cost Center.Object.Subsidiary</u> ↓	<u>Dollar Amount</u> ↓
	\$
	\$
Check Distribution Instructions (Check one, U S Mail is the default choice):	
<input type="checkbox"/> U.S. Mail <input type="checkbox"/> Pick Up At Foundation	

PURCHASE REQUISITION (Complete only if requesting a purchase order)

P.O. Distribution:	<input type="checkbox"/> Pick Up At Fdn	<input type="checkbox"/> Mail	<input type="checkbox"/> Fax To:
Shipping Instructions:	<input type="checkbox"/> Pick Up	<input type="checkbox"/> Best Way	<input type="checkbox"/> Other
Shipping Address(Street address):			
<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>\$ Amount</u>

JUSTIFICATION

Place (Name/address/location) And Date Of Event:		
Purpose (How will this expenditure benefit the educational mission of the University?):		
Relationship (Name/title and relationship to the University):		
Names Of All Persons In Attendance (Attach list if necessary):		
1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.

ACCOUNT SIGNER AUTHORIZATION

Prepared By:	MS # & Phone #
Approved By:	Approved By:

FOUNDATION AUTHORIZATION

Executive Director/Designee:	
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Definitions

Community relations expenditures may include, but are not limited to:

1. Membership and participation in the activities of community groups, including but not limited to service clubs and community-wide organizations of leading citizens in education, business, government, industry, and agriculture, with which a campus or a campus foundation may properly serve the needs of the campus community.
2. Official activities commonly engaged in by campus administrators and reasonable for promoting and maintaining student, faculty, and staff recruitment, morale, and/or development, and for developing and maintaining effective relations with the community. Such activities may include, but are not limited to campus receptions, public ceremonies, and lay advisory committee meeting with various aspects of the campus instructional program such as teacher education, business education, engineering, and any and all of the academic disciplines and programs of the University.
3. Providing essential accommodations and sustenance for official guests of the campus or the Foundation and providing the means for appropriate participation in bona fide activities by the spouse of an officer, employee, or other delegate of the Foundation where such participation is reasonably intended to achieve the community relations objectives of the Foundation or University.

Policy

Community relations expenses are usually reimbursed on the basis of actual costs incurred. Allowable costs are those deemed ordinary, reasonable and necessary for the pursuit of the Foundation's community relations, University relations, community affairs, research and development goals; so long as they are consistent with the Internal Revenue Service standards which apply to nonprofit tax-exempt corporations and within the educational mission of the University.

Procedure

The Executive Director of the Foundation, or designee has responsibility to determine the reasonableness of cost to be reimbursed under this policy as well as consistency with the Internal Revenue Code requirements both as to the allow-ability and adequacy of the documentation. Daily reimbursement of lunches would not be considered ordinary, reasonable and necessary.

The Internal Revenue Service requires the following information:

- ◆ **Amount** – The amount of each separate expenditure such as meals or receptions
- ◆ **Date** - Dates for each event or activity
- ◆ **Place** – Name and address or location of place of each event or activity
- ◆ **Purpose** - Business purpose for the expenditure or the nature of the business benefit gained or expected to be gained as a result of the expenditure. The nature of the business discussion or activity. Generic purpose statements such as “promotes positive relations”, “community relations” or “employee relations” are not acceptable. Be specific. The purpose must be within the educational mission of the University.
- ◆ **Relationship** - Names of the persons included, their employer and occupation or title that shows their business relationship to you. When a donor's name needs to be kept confidential, use one of the following appropriate phrases: “confidential, refer to private log” or “confidential, refer to report of contacts”.
- ◆ **Receipts** - Receipts are required for all lodging expenditures and all expenditures of \$25.00 or more. Receipts should show the amount, date, place and essential character of the expenditure. It is recommended that receipts be obtained for all expenses, where possible.

All requests for payment must be submitted on a Community Relations Authorization form.