

HSU FOUNDATION
PUBLIC RELATIONS EXPENDITURE POLICY
APPROVED May 11, 2016

I. PURPOSE

To provide policy guidance on the use of funds by the Humboldt State University Foundation (“the Foundation”) for public relations or other purposes which serve to augment State appropriations for the operation of the campus.

II. BACKGROUND

Per Title 5 California Code of Regulations §42502(i), each auxiliary organization shall maintain a policy with respect to expenditures for public relations or other purposes which serve to augment State appropriations for the operation of the campus.

III. SOLICITATION AND ACCUMULATION OF FUNDS FOR PUBLIC RELATIONS PURPOSES

The Foundation does not solicit funds for public relations or other purposes which serve to augment State appropriations for the operation of the campus, and does not annually budget for funds to be available for such purposes.

IV. EXPENDITURES FOR PUBLIC RELATIONS PURPOSES

Expenditures for public relations purposes may be made from the Foundation unrestricted funds. Expenditures for public relations purposes must clearly advance the objectives of the campus and the California State University, and be 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 the Foundation funds for public relations purposes shall be at the request of the University 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

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