

SJSU Research Foundation

Source and Use of Public Relations Funds Policy

Finance and Accounting

Policy No.: FA. 02-15-001 Rev. A

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1.0 Purpose

To provide policy guidance on the accumulation and use of funds by the San José State University Research Foundation (SJSURF) for public relations purposes.

2.0 Responsibility

The Executive Director or his/her designee is charged with the responsibility of implementing this policy through procedures, guidelines and forms, if needed.

3.0 Scope

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.”

4.0 Definitions

Not Applicable.

5.0 Policy

5.1 Solicitation and Accumulation of Public Relations Funds

SJSURF generally does not solicit public relations funds and does not provide public relations funds to San José University (SJSU) President or other SJSU administrators.

5.2 Procedures

Any expenditure of SJSURF funds for purposes of public relations shall only be at the request of the SJSURF Executive Director. The source of funds would be SJSURF Central Office operating accounts. Pursuant to the SJSURF’s 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.

5.3 Source of Public Relations Funds

Public relations funds may be sourced from SJSURF-held Discretionary indirect cost recovery funds generated by research projects, workshops, conferences and other self-supported programs as approved by the SJSURF Board of Directors in the Central Office operating budget.

Public Relations expenditures must clearly advance the objectives of the SJSURF, the SJSU, and the California State University; and be consistent with applicable procurement and accounting practices. All expenditures must be appropriate for campus authorized educational, research, and community services purposes.

5.4 Policy Filing

SJSURF shall file a copy of this policy with the California State University Chancellor's Office, per the requirements of Title 5 California Code Regulations §42502(i).

6.0 Related Policy Information

Not Applicable.

7.0 Required Forms

Not Applicable.

8.0 References and Related Information

Title 5 California Code of Regulations §42502(i)

General Accepted Accounting Principles (GAAP)

9.0 Record Retention

All documents and records are maintained in accordance with SJSU Research Foundation *Record Retention* requirements.