



## **Procedures**

Any expenditure of Foundation funds for purposes of public relations shall only be at the request of the University President. The source of funds would be any Discretionary or Restricted Fund account that is available to the President. 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.

Foundation management is authorized to adopt written guidelines to implement this policy statement, consistent with Executive Order No. 761, dated October 31, 2000.

## **Policy Filing**

The Foundation shall file a copy of this Policy with the Chancellor's Office, as required by Title 5 of the California Code Regulations, §42502(i).