

UCOP
Required Approvals and Documentation for Contributions/Donations, Sponsorships and Memberships (as of March 2018)

Transaction	Definition/Description	Required Approval	Policy Reference	Documentation Requirements
Contribution/ Donation	A gift to a qualified donee, e.g., a non-profit, charity or private foundation. a. Charitable contributions/donations	All cash charitable contributions require <i>exceptional</i> approval from EVP Business Operations in his/her role as Chancellor at UCOP, or his/her designee. <i>Non-cash</i> charitable contributions that are within the limits set forth in G-42 may be approved by department heads. If non-cash contributions exceed the limits in G-42, then <i>exceptional</i> approval from EVP Business Operations in his/her role as Chancellor at UCOP, or his/her designee if required. Effective July 17, 2017, any UCOP expense that requires an additional or exceptional approval must receive preapproval prior to the commitment of UC funds. All preapproval requests should be submitted through the exceptional/additional approval process which includes review by Executive Director UCOP Operations Thera Kalmijn.	BFB G-42, <i>Gifts Presented to Non-Employees on Behalf of the University</i> 7-17-17 Memo from COO Nava Accounting Manual Chapter, A-253-27, <i>Administrative Fund Payments</i>, including guidance from John Barrett in an email dated January 2, 2013: “Charitable contributions can only be made with Administrative funds or other discretionary funds available to the Chancellor. Departments do not have the authority to make cash contributions to external organizations except in the limited circumstances allowed under BUS-79 (purchasing a table at a fundraising event) or G-41 (sympathy gifts).	A letter, email or invoice <i>from</i> the organization requesting UC’s support and a description of what UC will be supporting. Business justification describing how UC will benefit from making the contribution/donation. Transmittal letter on University letterhead stating the contribution/donation is made “on behalf of UC”; name and title or occupation of the recipient must be included on the letter in order to establish the business relationship to the University.
	b. Cash contribution/donation which includes the cost of a meal or registration fee in connection with attendance at a fundraising event; this includes purchasing a table at a fundraising event	<i>All cash contribution/donations require additional approval.</i> Effective July 17, 2017, any UCOP expense that requires an additional or exceptional approval must receive preapproval prior to the commitment of UC funds. All preapproval requests should be submitted through the exceptional/additional approval process which includes review by Executive Director UCOP Operations Thera Kalmijn.	BUS-79, <i>Expenditures for Business Meetings, Entertainment and Other Occasions</i> 7-17-17 Memo from COO Nava <i>Funding Restrictions: No state funds can be used for cash contributions/ donations.</i>	A letter, email or invoice <i>from</i> the organization requesting UC’s support and a description of what UC will be receiving for its support. This must include a statement showing the difference between the contribution and the benefits received. Business justification describing how UC will benefit from making the contribution/donation (e.g., describe the business relationship). Transmittal letter on University letterhead stating the contribution/donation is made “on behalf of UC”; name and title or occupation of the recipient must be included on the letter in order to establish the business relationship to the University.

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	c. Sympathy gifts—tangible gift (e.g. flowers), or cash contribution/donation to allowable charitable organizations	Generally, only standard approval authority is required to be provided by UCOP department head. If the sympathy gift contribution exceeds the guidelines set forth in BFB G-41 or G-42, <i>exceptional</i> approval is required. Effective July 17, 2017, any UCOP expense that requires an additional or exceptional approval must receive preapproval prior to the commitment of UC funds. All preapproval requests should be submitted through the exceptional/additional approval process which includes review by Executive Director UCOP Operations Thera Kalmijn.	BFB G-41, <i>Employee Non-Cash Awards and Other Gifts</i> BFB G-42, <i>Gifts Presented to Non-Employees on Behalf of the University</i> 7-17-17 memo from Rachael Nava <i>Funding Restrictions: No state funds can be used for sympathy gifts.</i>	Tangible sympathy gifts that exceed the policy limits must include a business justification or description of special circumstances for exceeding the limit along with exceptional approval for exceeding the policy limits. Cash contributions/donations made in lieu of a tangible sympathy gift must include: • A business justification or description of special circumstances for exceeding the limit • A transmittal letter on UC letterhead stating that the contribution was made “on behalf of UC” and include the name, title and association/occupation of the person in whose name the donation is made.
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Sponsorship	A payment—often referred to by the requesting organization as either a contribution or donation—that is made by UC for which it will receive specific visibility and recognition, e.g., appropriate signage and/or visibility on the event invitation and/or program.	Generally, only standard approval authority is required to be provided by UCOP department head. <i>Note:</i> Only Administrative or other discretionary funds may be used.	Accounting Manual Chapter, A-253-27, <i>Administrative Fund Payments</i> (see Appendix)	A letter, email or invoice <i>from</i> the organization requesting UC’s support and a description of what UC will be supporting. Business justification describing how UC will benefit from sponsoring the event or activity. Transmittal letter on University letterhead stating the sponsorship is made on “behalf of UC”; title or occupation of the recipient must be included on the letter in order to establish the business relationship to the University.
Membership: Professional	Professional memberships include professional organizations, institutional service agencies, scholarly societies, community organizations, and similar.	Generally, only standard approval authority is required to be provided by UCOP department head. If the membership does not meet the guidelines set forth in G-43, <i>exceptional</i> approval may be provided by EVP-CFO or his/her designee.	BFB G-43, <i>University Membership in Organizations</i>	Business justification describing how UC will benefit from membership in the professional organization.
Membership: Social Organizations	Social organizations include business, luncheon, sporting, and similar.	<i>All</i> social memberships require approval from one of the following (for employees in their jurisdiction): Provost and EVP, EVP-CFO, EVP-Business Operations, or Principal Officers of the Regents; the President and EVP-Business Operations in his/her role as Chancellor at UCOP may provide exceptional approval for any UCOP department. Authority to approve social memberships <i>may not</i> be re-delegated.	BFB G-43, <i>University Membership in Organizations</i>	Business justification describing how UC will benefit from participation in the social organization.