

UC ANR Delegations of Authority – External Contributions, Donations, Sponsorships

Function	Responsibilities
County/Area/Unit Director	<ul style="list-style-type: none"> • Ensure that any gifts made to non-University individuals or organizations on behalf of the University conform to the requirements of this Bulletin. (BFB G 42). • Ensure that claims submitted for payment or reimbursement includes the appropriate documentation. • Review exception requests include written justification for any deviation from policy necessary to achieve a University business purpose. The request must specify the type of gift, purpose, special circumstances and gift receipts.
Associate Vice President for Finance & Capital Planning	<p>Review and approve any exceptional request. Such requests must specify:</p> <ul style="list-style-type: none"> • Type of gift • Purpose of the gift • The special circumstances that require an exception • Name of the individual or organization on whose behalf the exception is sought.
Business Partner/Manager	<ul style="list-style-type: none"> • Review and ensure that the right approvals have been obtained for the request • Ensure appropriateness of funds used • Allocate gift funds to the correct UC account