



<b>SUBJECT:</b> Policy Statement on BDG210 – Partnerships  <b>Responsible Authority:</b> Asst. VP Finance and Administration, FAU Foundation  <b>Scope:</b> To assist with expenses associated with promoting the University and enhancing its image as a community partner	<b>Effective Date:</b> 8/26/2004  Revised 6/19/13	<b>Policy Number:</b>  3	
	<b>Supersedes:</b> 40.2	<b>Page</b> 1	<b>Of</b> 2
	<b>Fund(s):</b> BDG210		

**Revised 6/19/2013**

The FAU Foundation has a designated fund [BDG210 –Partnerships] to assist in promoting the University and enhancing its image as a community partner. No disbursements from this account are to be reimbursable to an individual.

**BDG210 – Community/Public Relations**

To assist with the expense associated with promoting the University and enhancing its image as a community partner. Such events include:

- A. Charity Fundraisers
- B. Community Recognition Ceremonies
- C. Chamber Functions and Special Events
- D. University Activities that promote public awareness
- E. Events strengthening Corporate and Foundation Relations

**To be reimbursed by the Foundation, the expense must:**

- be considered a legitimate business expense from a reasonable business activity (see Foundation’s Disbursement guidelines for more information),
- be an ordinary expense that is common and accepted in promoting the University
- exclusively benefit FAU,
- not provide for a personal or fringe benefit,
- comply with all applicable State statutes and IRS codes and regulations, and
- have **proper substantiation**.
  - No payment for a Community/Public Relations expense **shall be allowed unless** the activity has a clear and distinct purpose on how it enhances the University’s image within its service area. The Foundation requires the following substantiation:
    1. the **amount** of such expense
    2. the **date, description and place** of any travel, meal, transportation, entertainment, amusement, recreation, University related gift, etc.

3. the **business purpose** of the expense including the topic of discussion, and
4. the **business relationship** to FAU of persons entertained or receiving a gift and how it benefits FAU,
5. the **names** and relationships of all attendees, and

The expenses for this fund are determined by the VP for Community Engagement in consultation with the Assistant VP for Development and Outreach and the University President.

For expenses pertaining to Development Related Expenses, see Policy No. 5: Development Related Expenses.

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## **FAU Foundation**

*Initiating Authority:*

*Interim Chief Executive Officer*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: David Kian

*Chairman*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Patricia McKay

*Asst. VP Finance and Administration*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Sharon Brown