

1.0 PURPOSE

To provide guidance on required approval(s) and process

2.0 SCOPE

2.1 No fund raising project shall be initiated or conducted without prior administrative approval of the Vice President for Finance & Administration and consultation with the President.

2.2 Additional Approval

Prior approval must be obtained as follows:

- A. Athletic Activities - Director of Athletics and Vice President of Learning & Student Success
- B. Student Activities and Related Groups - Vice President of Learning & Student Success
- C. Instructional Related Activities - Vice President for Learning & Student Success

3.0 DEFINITIONS

4.0 PROCESS

4.1 Collection and Accounting

An accounting fund will be established by accounting services. All funds must be dispersed and deposited from this account. All funds collected shall be recorded with a listing of each donor. Donors shall be provided with a receipt indicating the amount of their contribution.

4.2 Disbursements

Disbursements will be made by the accounting staff after the receipt of voucher distributions or purchase requests have been approved by the appropriate administrator and invoices listing the goods and services provided have been received from the vendor.