

## SECTION 6. FINANCE AND INVESTMENT

### 6.8 Funding Requests

#### 6.8.1 Introduction

This policy is designed to formalize and document a process by which campus entities, in situations of unusual need, may request University Foundation funding.

#### 6.8.2 Process

1. The requestor completes the University Foundation Funding Request which identifies the purpose of the funding and includes a budget describing how the funds will be spent.
2. The Foundation CEO must approve the request before it is submitted to the board.
3. The request is submitted to the Finance and Investment committee for discussion, then to the full board for approval. The Executive Committee may be called upon to approve an emergency request without the approval of the full board.
4. The requestor must submit a budget to actual report, itemizing the spending every six months until the project is complete. A final report including budget to actuals is due at completion. Any unspent funds will be returned to the foundation.
5. University Advancement staff will facilitate funding transfers and track reporting.

***Original Board Approval and Effective Date: June 25, 2020***

***Date of Last Review: June 23, 2023***

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***The Foundation's mission is to support CSU, Chico's strategic plan by raising, investing, and disbursing funds to fuel the growth and excellence of the University.***