



MEMORANDUM    September 13, 2017

TO : Signing authorities for Advancement Foundation funds  
FROM : Craig C. Wruck, Executive Director  
RE : Restrictions and requirements for purchases

As the signing authority for an Advancement Foundation fund you are responsible for ensuring that each expenditure is in furtherance of the charitable purposes of the Foundation and in keeping with the intentions of the donor(s) to the fund.

Advancement Foundation funds are subject to both Federal and State laws. The Foundation is a California Public Benefit Corporation and is tax exempt under Internal Revenue Code section 501(c)(3). Its funds can be used only for charitable purposes including the advancement of education or science and support of the mission of Humboldt State University. Expenditures for the private benefit of an individual are not a charitable purpose. Using Foundation funds to provide private benefit to individuals will jeopardize the Foundation’s tax-exempt status.

In addition, the use of Foundation funds is subject to the laws of the State of California, which require that expenditures be in accordance with the intention of the donor of the funds. The California State Attorney General monitors the use of funds to ensure donor intent is honored.

For these reasons, whenever you use Advancement Foundation funds to pay for hospitality related expenses you are required to comply with University standards for hospitality expenditures (<https://www2.humboldt.edu/procurement/node/18>). You will be required to submit: 1) an itemized receipt showing the meals or items purchased; 2) a list of the names of those attending; and 3) a written statement of the business purpose of the expenditure. If the expenditure is for a group event like a reception, you may provide a description of the group rather than a list of individual attendees.

Use of Advancement Foundation funds to purchase gift cards is discouraged because they can be readily used as a cash equivalent. If you a need to use Advancement Foundation funds to purchase gifts cards or similar exchange media you must obtain approval in advance from the Advancement Foundation. You will be required to provide: 1) the names of the individual(s) who received the gift card(s); 2) a written statement of the business purpose; and 3) you may be asked to secure a signed receipt from the recipient(s) of the card(s).

Please contact either Jamie Rich or me if you have questions or need any further information.

cc:    President Rossbacher  
      Provost Enyedi  
      Vice President Dawes  
      Vice President Brumfield  
      Jamie Rich

Date:

E-signature: