TAG Spending Policy & Procedures

Purpose

To provide regulations governing Student Success Initiative (SSI) purchases of equipment, materials, supplies and services necessary for supported activities provided by the Titans Across Generations (TAG) Grant. All grant purchases must be in compliance with CSU and CSUF guidelines and policies.

Policy

- Purchase shall be made in a way which supports Titan Pride through student alumni engagement outlined in the approved grant proposal.
- All purchases must comply with all CSU and CSUF guidelines, restrictions and policies, including university’s Presidential Directive 11 (D11).
- Unallowable purchases cannot be paid by the grant. Such purchases expressly prohibited include but are not limited to:
  - Alcoholic beverages
  - Tobacco products
  - Donations
  - Scholarships/awards
  - Salaries/stipends
  - Political candidates or ballot initiatives
  - Food where only university employees are present
- Personal purchases for grant reimbursement will not be permitted.
- Failure to follow the spending policy and procedures may result in personal liability or financial obligation with the vendor and may be subject to appropriate disciplinary action.
- Purchase exceptions will require written justification and approval of the Office of Alumni Engagement. The written justification should include:
  - Unique performance factors of the products specified
  - Why these factors are required
  - What other products have been evaluated and rejected, and why
  - Special circumstances requiring immediate action
- All remaining allotment funds not accounted for by May 31, 2018 will be returned to the Office of Alumni Engagement’s SSI Fund.
Procedures

Please keep the following in mind when preparing to make your purchases:

- Only items listed on the original approved project budget will be considered for payment.
- Using pre-approved campus vendors is required unless extenuating circumstances prevail.
- New vendors will require the approval of CSUF’s Contracts and Procurement Department. This process can take up to three weeks when all supporting documents are in order.
- Goods and services involving contracts, agreements, memos of understanding, etc. will be reviewed and authorized by CSUF’s Contacts and Procurement Department, which holds a minimum timeframe of six weeks.
- The Office of Alumni Engagement may require supplemental documents to complete the purchasing process.

Department and Alumni Club Grantees

The recommended method for utilizing TAG funds is to utilize your own departmental processes to incur expenses using state funds. Once the expenses hit your account, you can submit your OBIEE report along with the invoice to have the TAG funds transferred into your account. Foundation accounts may be used and reimbursed with similar procedures.

Please keep the following in mind:

- Provide a complete program budget, highlighting TAG expenses, and attach copies of accounting system detail reports (i.e. OBIEE, CSFPF Online Report, etc.) showing the account, fund and department ID information as well as the expense details.
- TAG funds will only reimburse funds and/or accounts in which the expense was made.
- TAG funds are considered state allocated dollars and therefore follow CSUF and its Auxiliary’s reimbursement policy and procedures.
- The Office of Alumni Engagement may require supplemental documents to complete the departmental reimbursement process.

Alumni and Student Grantees

Alumni and student group grantees will be asked to provide a complete program budget, highlighting TAG expenses, and attaching expense documents such as a list of supplies, vendor quotes and or contractual agreements for signature.

For any contracted services (catering, custom promotional items, equipment rentals, etc.)

- Purchases must be made with approved university vendors. Grantee will be asked to obtain a quote from the vendor. The quote may then be submitted to the Office of Alumni Engagement for payment either via Purchase Order (PO) or university credit card.
- The Alumni Engagement staff will obtain a PO number for you (if needed) and notify you when you may proceed with your purchase.
• Once the service has been provided, the grantee should obtain a final invoice for services and send it to the Alumni Engagement Office for final processing of payment. This typically takes two business weeks.

• *Printing services (campus Digital Print Services)*: Obtain an estimate for the job from DPS and submit it to the Alumni Engagement Office who will contact DPS to authorize payment.

For purchasing goods and supplies (office supplies, promotional items from Titan Shops, etc.)

• *Online*: Utilize click and pull or a shopping cart to create an order with an online store. Arrange a meeting with a member of the Alumni Engagement staff to use their card to pay for your order. (Sam's Club and Titan Shops are two frequently used vendors for this purpose)

**Reference List**


Purchase Requisition Form - [http://finance.fullerton.edu/procurement/forms/](http://finance.fullerton.edu/procurement/forms/)

Check Request Reimbursement Form - [http://finance.fullerton.edu/CheckRequest/](http://finance.fullerton.edu/CheckRequest/)