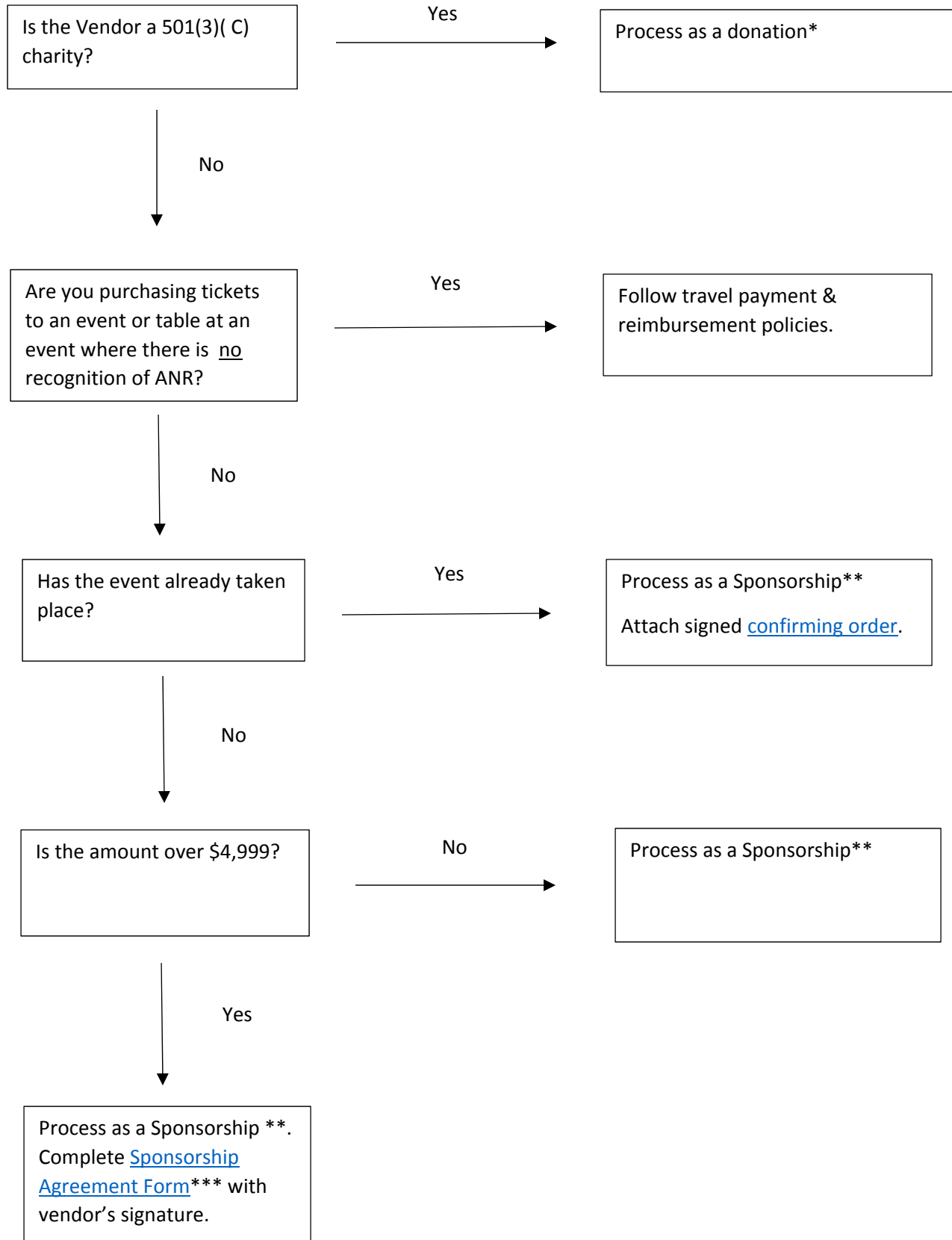


Financial contributions to non-UC parties – Sponsorship of third party events/activities and Donations



## Requestor Instructions

### \* Request a Donation using a [check request form](#)

1. Include a concise explanation of how the donation ties in with ANR's mission/strategic plan. This can include to promote goodwill or to advance the mission of the University.
2. Include a signed transmittal letter to the payee ([sample](#)). This letter must be on ANR letterhead and signed by a Director or Leadership. It will be sent to the payee, so it will explain why we are making the donation to them. An invoice from the payee is not sufficient.

### \*\* Request a Sponsorship payment using [check request form](#) or if sponsor accepts credit card payments, use T&E card and process through AggieTravel.

1. Include any documentation from payee
2. Provide very clear and detailed justification of the benefits that ANR will receive for the sponsorship. This can include: name/logo in event materials, verbal acknowledgements at event, invitations to attend sponsor events, alignment with strategic goals, etc.  
Goodwill or the ability of student, staff, and/or faculty to network is **not** considered a benefit.
3. For AggieTravel reporting, use expense type "miscellaneous".

### \*\*\* Sponsorship Agreement Instructions

1. Enter the appropriate data in the fields on the form. **Do not** modify any of the other text. If the contractor requests modifications, submit a copy of the proposed modifications and flag this to the BOC processor.
2. Prepare a description of the sponsorship as Exhibit A, including details of the event and very clear and detailed justification of the benefits that ANR will receive for the sponsorship. This can include: name/logo in event materials, verbal acknowledgements at event, invitations to attend sponsor events, alignment with strategic goals, etc.  
Goodwill or the ability of student, staff, and/or faculty to network is **not** considered a benefit.  
Include any sponsorship documentation from the payee in Exhibit A.
3. Obtain the signature of the payee on the Sponsorship Agreement. A certified electronic signature is acceptable.

\*\*\*\*\*

Sponsorship requisitions less than \$5,000 will auto approve and be issued as a Departmental Purchase Order.

Sponsorship requisitions \$5,000 and over will route to UCD Business & Revenue Contracts for review and approval.

For Sponsorship instructions and agreement form go to [Sponsorship Agreements](#)

Any questions? Contact bocd@ucanr.edu

## BOC Processing Instructions

### \* Process a Donation by creating a DV (Donation)

1. Use object code 7710.
2. The following documents must be attached:
  - a) Explanation of how the donation aligns with ANR's mission/strategic plan.
  - b) Letter to payee on ANR letterhead, signed by department head or Leadership communicating why we are making the donation. This letter will be sent to the payee with payment. An invoice from the payee is not sufficient.
3. After submission, send an email to [aphelp@ucdavis.edu](mailto:aphelp@ucdavis.edu) with the subject line "Donation Request" and include your document #.

### \*\*Process a Sponsorship by creating a Requisition

1. Use Commodity code 80141609.
2. Attach any documentation from payee (optional) plus justification of the benefits that ANR will receive for the sponsorship (mandatory), plus Sponsorship Agreement, if required.
3. If the event has already taken place, attach completed confirming order form.
4. If the Payee wishes change the terms of the Sponsorship agreement:
  - a) if the amount is under \$5,000: check the 'restricted' box on the line item so that the Req does not auto approve and routes to Business Contracts for review. Attach Payee's terms and add a note to the Req.
  - b) If the amount is \$5,000 or more: attach Payee's terms and add a note to the Req.