

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

**FISCAL POLICY**

**SUBJECT:** Cash & Equipment Donation Policy

**POLICY:** The University Student Union (USU) is authorized to make cash donations and donations of equipment, computers & peripherals, and furniture & fixtures deemed obsolete or surplus.

The authorized funding sources for cash donations are the following:

1. Cash balances on account at the CSUN Foundation
2. Unallocated reserves in the operating budget

The USU is authorized to donate cash and equipment to the following types of organizations:

1. Entities of California State University, Northridge
  - a. Colleges and departments
  - b. Auxiliary organizations
  - c. Enterprise areas e.g. Extended Education, Health Facilities, Housing, and Parking.
2. Other California State University campuses and auxiliary organizations
3. Government agencies e.g. schools, cities, counties, and the State of California
4. Not for profit organizations with a 501(c) (3) designation from the Internal Revenue Service
5. Private universities
6. Private K-12 schools
7. Enrolled CSUN students authorized to receive grants from the Veterans Emergency Fund or funds from any other grant programs established by the USU.

Cash donations greater than or equal to \$5,000 must be approved by the USU Board of Directors contingent upon the USU's financial position and other priorities.

Cash donations of less than \$5,000 must be approved by the Executive Director/designee after consultation and agreement with the USU Board Chair and Associate Vice President for Student Life.

Equipment donations must be approved in writing by the Executive Director/designee.

*Recommended by the Finance Committee on November 29, 2017.*

*Approved by the University Student Union, Board of Directors on December 4, 2017.*