

CFS Accounts Payable Sponsorship/Contribution Worksheet

BruinBuy Order # _____ Preparer _____ Date _____ Fund# _____
 Phone # _____ Email _____

Required documents and information for approval

- | | |
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| 1. Transmittal Letter (Original) <ul style="list-style-type: none"> • Written on department letterhead • Addressed to the Vendor (Foundation) • Contribution amount is stated and is being made on behalf of the UC • Signed by the CAO or higher | 2. Order description must include <ul style="list-style-type: none"> • Business justification for the contribution or sponsorship • The benefit UCLA is receiving. If none additional approval required • Non-Deductible amount (food, overhead cost, printing costs, etc...) • Justification for meal overages |
|---|--|

Sponsorship Level: Was a table purchased? Yes No
 Is anyone from UCLA attending the event as a result of this sponsorship? Yes No

If Yes to either (or both), please attach an Attendee list with Affiliations

Business Justification

Tangible Benefits to UCLA

UCLA will **"NOT"** receive any benefits

Total Sponsorship amount _____ Tax Deductible Amount _____ Meal Cost* _____

• Deans, Exec's, Vice Chancellors, or the Chancellor in attendance? YES NO *Only necessary if a table is purchased or food is being provided as a benefit.

• If Yes, please provide all names:

Fill out the below portion only if a table was purchased, or food is being provided as a benefit to the Sponsorship or Contribution

• Meal Types (Policy Maximum*):	Breakfast (\$27)	Lunch (\$47)	Dinner (\$81)	Light Refreshments (\$19)
• Overage:	(27.01 - 53.99)	(47.01-93.99)	(81.01-161.99)	(19.01-37.99)
**Amounts exceeding 200% of the limit will NOT be approval				
(*as of 01/01/16. Please see: http://policy.ucop.edu/doc/3420364/BFB-BUS-79 for current rates)				

Meal Cost of Sponsorship

# 1 Meal Type _____	Invoice Total _____	Guest Count _____	Per Person Cost _____
# 2 Meal Type _____	Invoice Total _____	Guest Count _____	Per Person Cost _____

Overage Justification

Employee Spouse Justification

Making a contribution to UCLA Departmental Sponsored events

- This activity is **not** allowed. Campus departments may not purchase event tickets that include a donation to another department.
 - Campus department may purchase the meal cost of the ticket only through an interdepartmental recharge.
- Note: 1. Cost of the meal must comply with BUS79 guidelines 2. Meal overage charged to unrestricted funds require exceptional approval 3. Additional support to the hosting department is done via a transfer of funds (TOF) between similar fund types (i.e. 19900 to 19900, gift fund to gift fund).*