J. Types of Expenditures

7. Fundraising events/tables--Purchases into a fundraising event must be considered carefully. They must have a business-related purpose and meet the following requirements:

a. A direct connection to the university must be shown.

b. Examples of a direct connection to the university include, someone from the university is being honored, the purpose of the event is closely related to the university unit, and/or its mission or the event is related to the university’s strategic plan.

c. The least expensive table should be purchased.

d. Events where the primary purpose is to “enhance the university’s presence in the community” will not be approved.