

**MANSFIELD UNIVERSITY**  
**PROCEDURE**  
**FUNDRAISING ACTIVITIES FOR SCHOLARSHIPS**

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**Overview:**

These procedures provide detailed guidance for the University policy on FUNDRAISING ACTIVITIES FOR SCHOLARSHIPS. Campus fundraising activities must adhere to these procedures if the profits are intended to be used for student scholarships.

**General Processing Guidelines:**

Activity coordinator submits an account number request form to the Controller's Office, Director of Accounting to establish an account number for the activity.

This account number will be used to enter budget information, processing purchase requisitions, purchase orders, recording of income and expenses, and generating reports.

The activity coordinator should submit a proposed budget for the activity if any expenditures are anticipated. A budget must be established prior to attempting to purchase goods or services. See the Budget Office website for specific budget related procedures.

The activity coordinator will schedule the event through normal University facility scheduling procedures including EMS.

Expenditures related to the activity should follow normal University purchasing policies (see Purchasing Dept website) and personnel costs will follow University hiring and payroll procedures as defined by Human Resources Office.

Revenue generated to include ticket sales, gate receipts, registration fees, etc. should be documented, reconciled and receipted to the University. If the responsible University department doesn't have direct receipting authorization, then a cash transmittal document will be developed by the Controller's Office and the respective department. The funds and the transmittal form will be presented to the Controller's Office to be receipted and deposited to the bank. Funds should be transmitted and deposited timely to ensure checks clear and all cash is secure and receipted.

Coordinators will be able to monitor their account status on SAP and/or BI reports

When the activity is completed the Controller's Office will assess the 5% indirect cost on gross income and transfer the net profit to the designated scholarship account.