


MICHIGAN STATE UNIVERSITY

December 1, 2017

MEMORANDUM

FROM: Bill Beekman, Vice President and Secretary of the Board of Trustees 

TO: Deans, Directors and Chairs

SUBJECT: Community Donations and Sponsorships

MSU is often solicited to support the many activities that occur in our community. And often a local charitable organization will contact several units within the University simultaneously soliciting contributions, advertisements in programs, and the like.

To use University resources efficiently and effectively, and to avoid duplicative support, we ask that units observe the following guidelines when considering donations to charitable organizations.

Section 47 of the Manual of Business Procedures provides some guidance:

Due to the limited resources available to carry out the mission of the University, careful consideration should be made when departments sponsor or donate funds to external entities. In all cases, sponsorships or donations must be in support of academic, programmatic, or broader University missions. An explanation thoroughly documenting the business purpose of the sponsorship must be provided with all transactions. Payments for Sponsorships and Donations should be recorded under object code 6588 – Sponsorships and may only be processed on a Disbursement Voucher (use of the Purchasing Card is prohibited). Sponsorships and Donations do not include honorarium. Sponsorships/donations require AVP/Dean/Associate to Assistant Dean level approval to be accomplished via ad-hoc routing of the Disbursement Voucher or a signed memo attached to the Disbursement Voucher.

While the Manual of Business Procedures does not speak to the source of funds to be used, non-General Fund and discretionary funds are recommended.

When your unit is donating funds more than \$500, we recommend that your staff contact one of the following individuals – depending on the geographic region – so that contributions can be coordinated with all units across the University:



Office of the President

Hannah Administration Building
426 Auditorium Road, Room 450
East Lansing, MI 48824

517-355-6560
Fax: 517-355-4670
president.msu.edu

- Greater Lansing, Flint, and Northern Michigan Janet Lillie, Government Affairs
517-353-9000, lillieja@msu.edu
- Southeast Michigan Pam Serwa, University Advancement
248-420-4836, serwap@msu.edu
- Grand Rapids Area Stephanie Stotenbur, University Advancement
616-431-5059, hehl@msu.edu

Jerry Kooiman, College of Human Medicine
616-234-2604, kooiman@msu.edu

C: Lou Anna K. Simon
June Youatt
Satish Udpa
Robert Noto
Mark Haas
Janet Lillie
Pam Serwa
Stephanie Stotenbur
Jerry Kooiman