

From: [Jill Heath](#)
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Revised: Foundation Project Administration updates
Date: Wednesday, March 1, 2023 12:48:50 PM
Attachments: [image002.png](#)
[ATT00001.txt](#)



Partners in Campus Business Operations Foundation Project Administration Updates

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Sent on Behalf of: University Advancement

Greeting Campus Partners,

We have some updates to share on Foundation Project Administration.

NEW – Foundation Funded Endowment Transfers Requests – Projects that begin with 88xxx or 82xxx

- *Effective immediately* - To ensure donors' contributions are being utilized as intended, stewarded, and administered, all transfer requests for endowments (Foundation projects 88xxx / 82xxx) must be approved by Foundation Project Administration.
 - Please email the transfer requests(s) and supporting documentation to Foundation Project Administration at fndprojectadmin@csusm.edu.
 - Foundation Project Administration will forward the approved transfer request to Auxiliary Accounting for processing.

Reminders:

Project Agreements

- For changes to fiscal authorities, please email Foundation Project Administration at fndprojectadmin@csusm.edu.

Hospitality Forms/Travel Requests/Travel Claims/Direct Pay Forms

- When using Foundation funds (96xxx), please include Foundation Project Administration for review and approval in the adobe approval workflow.

Foundation Funds (96xxx) - Enter fndprojectadmin@csusm.edu

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Thank you for your support in ensuring we are good stewards of our donors' gifts.

Thank you,
Veronica

Veronica Roman

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