From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] University Advancement | Foundation Project Administration
Date: Friday, May 2, 2025 2:32:18 PM
Attachments: image002.png
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Partners in Campus Business Operations

University Advancement | Foundation Project Administration

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Sent on behalf of: University Advancement | Foundation Project Administration

Hello Campus Partners!

Sending a friendly reminder to those who submit Financial Transfer Requests (FTRs) and Inter-Unit Billing Forms (IUBs) associated with Foundation funds.

In our efforts to continue supporting donor contributions and their intent, Foundation must review and approve all transfers associated with Foundation funds (96xxx) before they are submitted for processing. This process includes all Financial Transfer Requests (FTRs) and Inter-Unit Billings (IUBs).

Prior to submitting to accounting/aux accounting, please email your transfer request(s) along with supporting documentation and fiscal authority approvals to Foundation Project Administration at **fndprojectadmin@csusm.edu**. Once we review/approve the request based on the appropriateness of the project, Foundation Project Administration will forward the approved transfer to Fiscal Services to be processed and will cc the originating requestor(s).

To ensure we are aligned with Fiscal Services monthly close deadlines, please submit transfer requests to Foundation Project Administration for approval a minimum of two-three business days prior to the announced monthly close deadlines.

UPCOMING!

To continue providing support to our campus partners, beginning FY 25/26, Foundation Project Administration will be holding monthly open forums to answer any of your Foundation-funded related questions. An invitation will be sent to all project directors and those who have delegation of authority to Foundation projects.

If you would like to meet individually to discuss your specific Foundation funds, please email Foundation Project Administration (**fndprojectadmin@csusm.edu**) to schedule a date/time.

Thank you for your support in ensuring we are good stewards of donor's gifts.

Thank you,
Veronica Roman

Veronica Roman

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