



ACCESSING & SPENDING PHILANTHROPIC FUNDS

Your club may have charitable donations held in a **Cal Poly Pomona Philanthropic Foundation account**. These funds are separate from your ASI accounts and follow a different process for viewing balances and making purchases.

The most important thing to remember: **Students help decide how club funds should be used, but your club advisor is the approved initiator for spending philanthropic funds.** Your advisor and budget analyst will be your primary partners throughout the process.

ACCESSING YOUR FUNDS

1. Know where your funds are held

Your club may have more than one account:

- **ASI Account (3XXXXX):** Automatically established for registered clubs.
- **ASI Donation Account (5XXXXX):** Opened when your club begins receiving charitable donations that are deposited with ASI.
- **Club or Department Philanthropic Foundation (CPP-PF) Account:** Holds donations of \$3,000 or more, stocks/securities and other gifts processed through the Philanthropic Foundation. CPP's gift-processing policy confirms that gifts of \$3,000 or more per donor per year and stock gifts are processed through the Foundation and must go into a CPP-PF account.

2. Start with your club advisor

Students do not have access to view available funds, so ask your advisor to help you locate and understand your philanthropic funds. [OneSolution](#) is the program we use for philanthropic fund accounting in partnership with Cal Poly Pomona Enterprises (CPPE).

Your advisor, budget analyst and authorized account signers can use OneSolution to:

- Find where your funds are located
- View available budget and determine spending
- Identify the authorized project (account) signers

Advisors can [request viewing rights](#) to your account, if they do not already have access.

3. Determine your balance and what you will spend this year

Your total fund balance does not have to be your annual budget. Work with your advisor to determine an appropriate allocation based on your club's plans and available funds. A department chair or Dean may be required to authorize spending from your CPP-PF account. A determined budget and spending plan proposal will help alleviate delays on spending approval.

Don't know your balance? Ask your advisor to contact your budget analyst.

Need help securing your club's expenses in a department CPP-PF account? A memo can be requested from annualgiving@cpp.edu once a semester to help ensure the appropriate amount is allocated for club expenses.

SPENDING YOUR FUNDS

1. Make a plan

Consider planning your major expenses for the entire year at once. Before buying anything, create a simple spending proposal showing:

- What you want to purchase
- Estimated cost
- Why does your club need it
- When you need it

Budget template: [Proposed FY 26-27 Budget.xlsx](#)

Spending Proposal template/example: [Conference Proposal.docx](#)

2. Review it with your advisor

Your advisor initiates the spending process and works with the budget analyst to:

- Confirm sufficient funds are available.
- Determine whether the expense is allowable.
- Identify required approvals.
- Determine the correct purchasing method.

Some expenses cannot be paid with philanthropic funds. Refer to [CPP-PF Purchasing Card Policy No. 321](#) and [CPPE Policy No. AP 290](#) when planning expenses.

3. Get approval BEFORE purchasing

Depending on where the fund is held and the amount being spent, additional project signers may be required. For funds held in a department account, this may include the department chair and college dean.

Never assume that having money available means a purchase is automatically approved.

4. Make the approved purchase

Once approved, purchases may be made through:

- Authorized project signer or Department P-card
- Purchase Order or Disbursement Voucher (recommended for large purchases)
- Personal credit card for approved reimbursement (easiest for small purchases)

[Purchase Order requests](#) submitted are generally reviewed within **3–5 business days**.

5. Traveling?

Submit [travel requests](#) at least one month before the event. ASI and philanthropic funds can both be used toward the same trip, but they remain separate funding sources with separate processes.

Determine in advance which expenses each source will cover. For example, philanthropic funds might cover registration while ASI funds cover other approved travel costs.

Complete the required **Step 3A: Student Travel Authorization** and **Step 3B: Non-Academic Authorization of Travel** forms in ServiceNow. Save your Step 3A ServiceNow ticket number.

BEST PRACTICES

- **Stay connected with your advisor and budget analyst.** Don't wait until you need to make an urgent purchase.
- **Create an annual spending proposal** and get approval before making purchases.
- **Ask before you buy.** Never assume a personal purchase will be reimbursed.
- **Plan for approvals and processing time,** especially for travel and Purchase Orders.
- **Track your own spending.** Know what was allocated, spent, committed and remains available.
- **Know which account is paying.** ASI and philanthropic funds have different processes.

- **Don't spend everything just because it's there.** Consider reserving funds for future e-boards in case future fundraising falls short.
- **Include this information in your e-board transition.** Future club leaders should know the fund, advisor, budget analyst, annual allocation and outstanding expenses.

REFERENCE CHART

