

## SCSU Use of Institutional Funds Sponsorship Justification and Approval Form

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In accordance with [CSCU Policy 3.15 – Use of Institutional Funds for Gifts, Social Functions, Sponsorships & Donations](#) (Adopted March 19, 2026; Effective July 1, 2026), all expenditures of institutional funds must be directly related to SCSU business, support institutional objectives, and be in the best interest of the institution. Sponsorships are only permissible when they demonstrate a clear business purpose and provide measurable benefits to SCSU that justify the cost. To evaluate this request in accordance with CSCU Policy 3.15, please provide responses to the following policy requirements:

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**1. Sponsorships must have a clear business purpose tied to CSCU operations.**

Please provide a clear business purpose for this expenditure and explain how it supports SCSU's mission or institutional objectives.

**2. Sponsorships must provide a measurable benefit to CSCU.**

Please describe the specific and measurable benefits to SCSU.

**3. The anticipated benefits must equal or exceed the cost.**

Please explain how the identified benefits justify the cost of this sponsorship and demonstrate that the value received is commensurate with the expenditure.

**4. Sponsorships must be directly related to CSCU business and institutional interests.**

Please describe the event's audience and explain how it aligns with SCSU programs, recruitment efforts, or institutional priorities.

**5. Sponsorships must involve a defined exchange of value (not a donation).**

Please confirm the specific deliverables being provided to SCSU in exchange for this funding (e.g., advertising, exhibitor space, recognition, participation opportunities).

**6. Sponsorships should provide identifiable institutional outcomes or benefits.**

Please outline the expected outcomes of this sponsorship (e.g., student recruitment, partnerships, increased visibility, program promotion).

**7. Sponsorships require approval from the Chancellor, President, or authorized designee.**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For questions, please contact **Procurement**

 [Procurement@southernct.edu](mailto:Procurement@southernct.edu).