

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Transfer of Private Contributions to Pensacola State College Direct-Support Organizations	<u>Number</u> 537
Related Policy:	Transfer of Private Contributions to Pensacola State College Direct-Support Organizations – 6H-20-5.012	<u>Page</u> Page 1 of 1

**I. Purpose**

To transfer private contributions to the College’s direct support organizations (The Pensacola State College Foundation, Inc., and WSRE-TV Foundation, Inc.) for the benefit of the College, its students, programs, academic areas, or faculty.

**II. Procedure**

- A. Upon receipt of any private contributions, other than grants and contracts earmarked specifically to Pensacola State College by the grantor and other than loan funds, the Cashier’s Office shall contact the appropriate Foundation, in writing, giving notification that a contribution has been received, from what source, in what amount, and for what purpose (if the purpose is known).
- B. Provided the funds are to be used for a purpose in accordance with the Foundation’s charter, the Foundation’s Executive Director will, by written memorandum, notify the President of Pensacola State College of the Foundation’s willingness to accept the transfer of funds.
- C. The President will indicate his or her approval by signature on the memorandum and forward the memorandum to the Cashier’s Office.
- D. Upon such approval, the actual transfer of funds shall be by check or ACH from Pensacola State College to the appropriate Foundation.

Responsible Official:	Bursar, Cashier’s Office
President’s Signature:	Date: 02/21/2017
	