



College of Liberal Arts Guidelines for Disbursement of Sponsorship Funds

Requests for financial support (sponsorships) come to the College of Liberal Arts frequently. These requests originate from organizations external to Texas A&M University (e.g., community organizations or event planners); organizations internal to Texas A&M University (e.g., other colleges or units); and organizations internal to the College of Liberal Arts (e.g., departments, faculty research- or teaching-focused groups, Liberal Arts Student Council). Almost all of these requests represent worthy causes or events. However, please be advised that the College cannot fund requests from Student Activities Groups.

It is the college's fiduciary responsibility to consider all requests very carefully. In addition to ensuring that no voluntary expenditures unnecessarily constrain the college's strategic priorities or day-to-day operations, the dean's office must ensure compliance with all applicable federal and state laws and system and university policies and practices. Some portions of state law prohibit expending state funds or property for private reasons. According to TAMU's "[Guidelines for the Disbursement of Funds](#)," the following information is required for documenting disbursements:

- The purpose of the sponsorship and the direct benefit this provides to TAMU and the College of Liberal Arts.
- How this expense relates to the purpose of the account used to pay the sponsorship
- A detailed itemization and description of the specific items that will be paid for by our sponsorship

What this means is that state funds typically are an inappropriate source of funds for supporting sponsorship requests. While those who work and learn within the College of Liberal Arts more often can document their requests according to the criteria above, that usually is not the case for others. The alternative--using private funds (e.g., contributions from private donors to the College of Liberal Arts)--typically violates the terms of the agreements that govern the purpose of those donated funds.

Those who can make a case based on the three criteria above should complete the form that can be found at <https://liberalarts.tamu.edu/wp-content/uploads/2021/09/CLA-Sponsorship-Request-Form-2021.pdf> Requesters can expect a decision within approximately two weeks of the request.