

**Corporate & Foundation
Routing Slip for Letters of Inquiry, Proposals, & Stewardship Reports
California State Polytechnic University, Pomona**

Date: _____ Deadline: _____

Amount of Request: \$ _____ Submitted by: _____

Name of Corporation/Foundation: _____

Project Title/Subject: _____

Brief history/purpose: _____

SIGNATURES:

I. Director of Development certifies that:

1. All documents have been reviewed; all relevant Corporate/Foundation guidelines have been followed.
2. There is no conflict with current proposals pending or funded on campus.

Signed: _____ Date _____

II. Director of Corporate & Foundation Relations acknowledges that:

1. All documents have been reviewed and determined to be consistent with University policy and Corporate/Foundation guidelines.
2. There is no conflict with current proposals pending or funded on campus.

Signed: _____ Date _____

III. Dean of College/School certifies that:

1. The project is consistent with college objectives and policies and is recommended to VP for Academic Affairs or Administrative Affairs for approval.
2. Budget provisions are satisfactory.
3. Space, equipment, and additional resources are available to support current proposal.
4. The College/School will absorb any additional cost to the University and assume responsibility for any matching requirements.

Signed: _____ Date _____

IV. Associate Vice President for University Development approves submission of document(s).

Signed: _____ Date _____

V. Vice President for Administrative Affairs or Academic Affairs approves submission of document(s).

Signed*: _____ Date _____

Check if required

VI. President's signature required for documents pertaining to large institutional projects.

Signed*: _____ Date _____

Check if required

Once all required signatures have been acquired, please return folder to the Director of Corporate and Foundation Relations, Bldg 98, T5-19 (Ext. 5395).