



UNIVERSITY OF CALIFORNIA, MERCED  
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April 19, 2018

**Procurement Services Announcement Regarding  
*Sponsorships and Memberships***

Attn: MSO/BO and Department Buyers

It is important to track institutional resources allocated for University memberships and sponsorships. This action will facilitate transparency and tracking opportunities in order to combine purchases and adhere to University standards. It should also safeguard the institution's limited resources from being used at the same or similar events or for the same or similar memberships. This approval process does not apply to individual memberships when using personal resources. This approval also does not apply to individual memberships to professional organizations intended to further the professional development or support certification or recertification of its members. If you are an individual member of an organization seeking central University support for your organization or its conferences or events, please contact External Relations for consideration.

Effective immediately, all UC Merced Sponsorships and Memberships are to be reviewed by External Relations and approved by the below point of contact, prior to purchase, in order to ensure that requests align with the strategic direction and priorities of the institution.

**External Relations Point of Contact:**

**Danielle Armedilla**

[darmedilla@ucmerced.edu](mailto:darmedilla@ucmerced.edu)

**(209) 600-5508**

Sponsorships and Memberships may include, but are not limited to, the following examples:

- Professional association dues for UC Merced as a member organization.
- Involvement with external community-oriented, civic and charitable or business-related events and/or organizations.
  - Board Member Participation (Greater Merced Chamber of Commerce, Bay Area Council, Central Valley Higher Education Consortium)
  - Community Memberships and Sponsorships (Merced Playhouse, CASA, NAACP, Boys & Girls Clubs)
  - National Memberships (Association of Public Land-grant Universities, American Council on Education, College Board, Hispanic Association of Colleges and Universities)
- Sponsorships or donations to external entities in support of academic, programmatic and/or University mission
  - Including designation as a sponsor, trademark rights, event tickets, and programs

The following Object Codes should be utilized for these types of transactions:

- 3425 Memberships, Business and Professional

The *Purchases Requiring Special Approval and/or Restricted from Low-Value Department Orders List* located on the Procurement Services website will be updated to reflect this required approval.

Handwritten signature of Josh Dubroff in blue ink.

Josh Dubroff  
Chief Procurement Officer

Handwritten signature of Ed Klotzbier in blue ink.

Ed Klotzbier  
Chief External Relations Officer