IRLE Sponsorship Checklist

☐ Create Special Request / Non-Catalog Order on BruinBuy
  - Must be T-Class
  - Include the business justification in a comment
  - Include the tangible benefits (tickets, website recognition, ad, etc.). If no tangible benefits exist, additional approval from the Chancellor is required.

☐ UCLA Accounts Payable Sponsorship/Contribution Worksheet

☐ Invoice

☐ Transmittal Letter
  - Written on department letterhead
  - Addressed to the vendor
  - Must include “contribution amount is stated and is being made on behalf of UCLA”
  - Signed by CAO or higher; unit directors cannot sign transmittal letters

☐ Tax Deductible Verification from Vendor
  - Provide documentation of the non-deductible amount (food, overhead cost, printing costs, etc.)

☐ Event Invitation or Event Sponsorship Sheet

☐ Guest List (if applicable)

☐ Copy of Advertisement/Logo (if applicable)

☐ Logo Approval by AVC Michael J. Beck (if applicable)
  - Submit IRLE Logo Request Form to CAO

☐ Justification for Meal Overages (if applicable)