

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)