

Requests for Expenses related to Outreach and Education
(Effective October 27, 2017 and redistributed March 28, 2018)

For future requests related to outreach and education efforts that require a contribution or expenditure of funds to an outside organization, please route these requests through my office for approval. My office will attempt to quickly respond to your request.

Presented requests may be accompanied by a recommendation from the forwarding executive; however, you are not required to make a recommendation. If you're simply forwarding an outreach or education event as a courtesy to the organization hosting the event, please indicate this fact when forwarding. The Executive Office will work with the Finance Department to ensure that all proper approvals are obtained before a check is issued. Do not use P-Cards to pay for events, unless a check cannot be delivered timely, and continue to follow policy with regard to event registrations, which differ from sponsorships.

The \$500 limit on expenditures for outreach and education efforts, such as events hosted by outside organizations, remains in effect.

Please note that this \$500 limit is not a fixed or guaranteed contribution level. Lessor contributions may be considered depending on the event or organization. Additional factors* in determining whether Central Health may participate in an event or contribute to an organization will include how the event or entity:

- Serves an outreach or educational purpose
- Benefits the population served by Central Health
- Encourages diversity and inclusion or local sourcing in contracting for services with Central Health; the same parameters apply to job fairs
- Focuses on alleviating a known disparity or inequity that relates or facilitates Central Health's mission
- Affords Central Health or its enterprise partners the ability to educate the community about our work or how we serve the community

**This is not an exclusive list of factors.*