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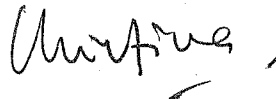
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sjsu.edu/towerfoundation

TO: Tower Foundation Account Holders

FROM: Christina Tan-Aoyagi
Controller



SUBJECT: October 2015 Monthly Report

DATE: November 12, 2015

On behalf of the Tower Foundation and the Division of University Advancement, we are pleased to provide the October monthly report for your Tower Foundation account.

Tina Buan is no longer employed by Tower Foundation. If you have any questions about requisition and purchase order, you can reach our Accountant Cindy Nimrud at 4-1494 or cindy.nimrud@sjsu.edu.

Tower Foundation has adopted a new policy with regards to the purchase of fixtures, furniture and equipment. The policy was developed by the campus. Due to the regulatory requirements for accessibility and fire life safety and in compliance with the California Building Code, a building permit is required by FD&O prior to the purchase of some FF&E items. The new policy and procedure can be viewed in its entirety at www.sjsu.edu/fdo/services.

As always, if you find any discrepancies between your records and the report, please let us know as soon as possible so we can research and correct it. If you have any questions or concerns, you can reach:

Cindy Nimrud, at Cindy.Nimrud@sjsu.edu 924-1494
My Phuong Tran, at Myphuong.Tran@sjsu.edu 924-1129
Lani Eyherabide, at Lani.Eyherabide@sjsu.edu 924-1161
or me at Christina.Tan-Aoyagi@sjsu.edu 924-1329.

Thanks again for giving us the opportunity to partner with you on SJSU philanthropic programs.