***FAST FACTS from Internal Control*** ***July 2011***

In an ongoing effort to increase awareness, safeguard assets, assure the accuracy of accounting data, promote operational efficiency, and encourage adherence to managerial policies and directives, SUNY Fredonia Internal Control will issue informational monthly *FAST FACTS* to all faculty and staff*.*

**Procedures for Revocable Permits**

**A revocable permit is an agreement wherein a property owner grants another certain rights of use of the property. Most permits are temporary in nature and can be revoked by giving notice.**

Any campus department allowing any outside group(s) to utilize campus facilities must adhere to the following procedures to obtain a revocable permit. Examples of activities requiring a revocable permit include (but are not limited to) blood drives, the Annual MS Walk, the American Red Cross Relay for Life and other similar events.

1. The department must secure approval for the event from their division
2. The department must secure approval from all other affected department(s) i.e. Campus Life, Residence Life, Faculty Student Association. Approval must also be obtained from Athletics, RAC, School of Music etc. (if the event will take place in one of their facilities).
3. Once approval has been obtained by the division and other affected campus departments, the department must obtain a Revocable Permit from the Director of University Services. Revocable Permits can also be downloaded from the University Services website at: <http://www.fredonia.edu/admin/us/>
4. The department must complete the Revocable Permit, signed by the Official Representative of **Permittee** and return to the Director of University Services for signature and approval.
5. The department must assure that the Revocable Permit has been approved by the Director of University Services before moving forward with the event.

If you have any questions, comments or suggestions regarding Internal Control *FAST FACTS* or any other Internal Control related issues, please contact Amy Beers, Director of Internal Control, at 673-4925 or [Amy.Beers@fredonia.edu](mailto:Amy.Beers@fredonia.edu) . Internal Control Committee members include Amy Beers, Kevin Kearns, Karen Klose, Judy Langworthy, Rebecca Nalepa, Karen Porpiglia, Matthew Snyder, Denise Szalkowski, Daniel Tramuta, and Karen West.

Reference: [www.bpa.gov/corporate/pubs/definitions/r.cfm](http://www.google.com/url?url=http://www.bpa.gov/corporate/pubs/definitions/r.cfm&rct=j&sa=X&ei=WGgoTp_PDJHUgAexm7Vc&ved=0CCkQngkwAA&q=revocable+permit&usg=AFQjCNGywMHIXX96tDntBP0J_GYV5b4_Kg)