

Office of the President  
University Policy

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| <b>SUBJECT:</b><br>University Gift Solicitation and Acceptance | <b>Effective Date:</b><br>10-30-09<br><b>Amended:</b><br>12-10-12 | <b>Policy Number:</b><br>9.1 |
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## PROCEDURES:

Donors should be instructed to send monetary donations directly to the Foundation and make checks payable directly to the Foundation. All monetary contributions, if received by University Components, should be forwarded to CE or to the Foundation for deposit with the Foundation as soon as reasonably possible, but in no event later than 72 hours after receipt. Gifts received but not forwarded before December 31, should also be accompanied with the donor's postmarked envelope in order to ensure that the donor receives gift credit in the proper calendar year. Gifts in-kind and pledges should be accepted through the University Component's development officer or the CE Office.

## DEFINITIONS:

**Gift** : Something that is bestowed voluntarily and without compensation. Gifts may be monetary, in-kind or pledges.

**Gift in-kind** : Non-monetary gifts (i.e. real or personal property, goods, services).

**Gifts from**