21.05.01.O1.01 Accepting Gifts, Donations, Grants & Endowments
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Procedure Statement

This Procedure supplements TAMU-SA University Rule 21.05.01.O1 Accepting Gifts, Donations, Grants & Endowments.

Procedures and Responsibilities

1. GENERAL

1.1 Soliciting, accepting, accounting for and acknowledging charitable contributions to the University shall be accomplished by the University's Vice President for Institutional Advancement. On behalf of the University, this officer shall record and report gift income, project future gift revenues based upon unfulfilled pledges, issue gift acknowledgement letters and/or dated charitable gift receipts, prepare solicitations, case for support materials, and develop related response devices to increase future gifts, donations, grants and endowments to the University.

1.2 The Vice President for Institutional Advancement is responsible for advising the University CEO and working collaboratively with the Vice President for Finance and Administration to ensure that only gifts for acceptable University purposes are accepted. Terms of installment payment plans and allowances for donor recognition must be pre-coordinated upon final written pledge commitment or receipt of the first contribution, or as agreed mutually with the donor(s).

2. REQUIRED REPORTS

2.1 The University CEO will submit a narrative report to the System Office of Budgets and Accounting (SOBA) under the following circumstances:
   - Whenever a total contribution from one donor equals or exceeds $1,000,000. The report will include initial plans for honoring the donor.
   - A quarterly Gifts, Donations, Grants and Endowment Contributions Report that includes non-excluded gift revenue.

2.2 Gifts to the University may be transferred to a private or public development fund or foundation (to include any affiliated fund raising organization, like the Texas A&M San Antonio Foundation) with the donor’s written approval and if SOBA is notified in writing prior to the transfer/acceptance. Any transferred gift must be reported through the SOBA to the Office of the State Auditor’s Office and to the System Office of General Counsel (according to System Regulation 21.05.01)
Gifts, Donations, Grants and Endowments, paragraph 6.2). Full
documentation should be reviewed by SOBA prior to initiating any transfer of
funds/property ownership, to ensure completeness (including donor letters of
permission) and sufficiency for System audit.

3. RECORDING GIFTS AND COMMUNICATION WITH DONORS

3.1 Gifts must be accounted for and used only for the purpose designated by
the donor, assuming the gift was properly accepted for uses that are
routine and have a higher educational purpose that also corresponds with
the University’s formal mission. If the donor does not specify a purpose
(including from wills, estates and bequests) the University CEO may
determine/recommend an appropriate use that benefits the University as a
whole.

3.2 Donors will be recognized with letters and/or receipts that summarize each
discrete charitable contribution, recognizing the amount contributed, if
fungible.

3.3 No valuation will be placed on used, non-new, non-original-invoiced
property, or other donated resources or in-kind gifts that do not have clearly
established and public market value.

3.4 Gifts received shall be deposited and recorded within five business days or
sooner.

3.5 Acknowledgement letters or dated charitable gift receipts to donors shall be
prepared, signed and mailed within five business days of deposit of the gift
or installment.

3.6 Donor gift acknowledgments shall specify that no gifts or services were
received by the donor (or to what dollar extent, if applicable), or that a
percentage of the gift is tax deductible, according to state accounting
requirements and federal tax law.

3.7 The CASE (Council for Advancement and Support of Education) Reporting
Standards and Management Guidelines shall inform specific gift
processing in recording and tracking gifts and communicating with donors,
but are subject to adaptation by the University’s Vice President for
Institutional Advancement to accommodate local conditions and available
resources for administering these functions.

3.8 Contributed gifts will be tracked in the office of the University’s Vice
President for Institutional Advancement and identified by deposit
transaction with the University’s Office of Finance and Administration.

3.9 The original correspondence, associated invoices, receipts,
acknowledgements for gifts received or for pledged installments and record
of any terms and conditions signed by the donor or made as verbal
commitments, and all gift agreements recorded in memoranda for record,
shall be retained by the University’s Vice President for Institutional
Advancement.
3.10 The record copy of gifts and donor records, paper or electronic, should be kept permanently or to the extent required by the Texas A&M University System’s records retention schedule (see agency item number 01.145.10, page 12 of the schedule at http://www.tamus.edu/assets/files/legal/pdf/RecordsRetentionScheduleRece rified12Jan2012.pdf).

3.11 Electronic records of donor and constituents records shall be backed up and safeguarded as vital University records. If a commercial contractor is retained to house and manage these donor and constituent records, complete and timely access to them from both the principal and back-up locations must be provided for in any contractual terms.

Related Policy and Regulation

System Policy 21.05 Gifts, Donations, Grants and Endowments
System Regulation 21.05.01 Gifts, Donations, Grants and Endowment

Contact Office

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