Accepting Gifts, Donations, Grants and Endowments

Approved: November 11, 2010
Revised: February, 2012
Next Scheduled Review: February, 2014

Rule Statement

Texas A&M University-San Antonio maintains the highest level of integrity and ethical standards in the solicitation, acceptance and accountability of gifts.

Reason for Rule

This rule is required by System Regulation 21.05.01 Gifts, Donations, Grants and Endowments.

Responsibilities

1. This rule applies to all employees of the University and volunteers who impact the making of possible charitable gifts to the University directly from donors.

2. A letter or dated charitable receipt from the University President acknowledging the gift, grant, loan or bequest received will be issued to all donors. The Vice President for Institutional Advancement is responsible for the preparation of these letters/receipts and for ensuring compliance with all applicable Internal Revenue Service Regulations.

3. No employee or volunteer assisting the University in raising money shall provide estimates, appraisals or valuations for any type of possible or actual in-kind gift to the university at any time. Questions about determining an appropriate gift valuation will be referred to the University’s Vice President for Institutional Advancement for determination by the System, according to System Policy 21.05 Gifts, Donations, Grants and Endowments, paragraph 4.

4. The process of recording, reporting, and processing gifts to the University for which this rule applies are contained in University Procedure 21.05.01.01 Accepting Gifts Donations Grants and Endowments Procedure and are the responsibility of the Vice President for Institutional Advancement and University CEO.
An employee’s intentional disregard of this rule may subject the individual to disciplinary action, up to and including dismissal, as deemed appropriate by the University CEO.

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**Related Statutes, Policies, or Requirements**

System Policy [21.05 Gifts, Donations, Grants and Endowments](#)
System Regulation [21.05.01 Gifts, Donations, Grants and Endowments](#)

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**Contact Office**

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