

21.05.01.01.01 Accepting Gifts, Donations, Grants & Endowments

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Procedure Statement

This Procedure is required by and supplements Texas A&M University System (System) Regulation [21.05.01 Gifts, Donations, Grants & Endowments](#).

Official Procedure

1. GENERAL

- 1.1 Soliciting, accepting, accounting for and acknowledging charitable contributions to the University shall be accomplished by the Vice President for University 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 VP for University Advancement is responsible for advising the President and working collaboratively with the Vice President for Business Affairs/CFO 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 President will submit a narrative report, prepared by Business Affairs, 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 President 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 VP for University Advancement to accommodate local conditions and available resources for administering these functions.
- 3.8 Contributed gifts will be tracked in the office of the VP for University Advancement and identified by deposit transaction through Business Affairs.
- 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 VP for University Advancement.

- 3.10 The record copy of gifts and donor records, paper or electronic, shall be kept permanently or to the extent required by the System Record Retention Schedule (see agency item number 01.145.10, page 12 of the schedule at <http://www.tamus.edu/assets/files/legal/pdf/System-Records-Retention-Schedule-Dec2012.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 Statutes, Policies, or Regulations

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

System Regulation [21.05.01 Gifts, Donations, Grants and Endowment](#)

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