

NEW GIFT NEGOTIATION/APPROVAL PROCESS

Step 1. Obtaining approval to negotiate gifts of \$500k and greater (including endowments) requires submission and approval of the *Memo of Approval for Gift Negotiation* form.

_____ Person proposing solicitation of the gift or pledge initiates the form.

_____ Dean approves and forwards the form to the vice president of development within two business days of receipt of memo from the requestor.

_____ Approved by the vice president of development within 2 business days of receipt of memo from the dean; or a notice will be sent to the requestor with any concerns.

_____ Completed and signed copies distributed by the Office of Development to the requestor, dean, provost, and president.

Step 2. Non-endowed gift: Non-endowed gifts may be in the form of cash, checks, credit cards or non-monetary (also known as “in-kind”) gifts.

- Cash, checks & credit card gifts shall be forwarded to the Development Office (DO) with any accompanying correspondence or documents from the donor. These items should be transported in locked bags provided by the DO. Further detail can be obtained from the Gift & Database Manager at Extension 2295.
- Gifts of Securities must be processed via UT System and can be facilitated by contacting the DO, Gift & Database Manager at Extension 2295.
- In-kind gifts must be submitted for official acceptance by using the *In-Kind Gift Acceptance Form* (see attached). The approval of in-kind gifts requires a more thorough consideration of related issues such as liabilities, expense to transport, store or maintain, insurance and inventory issues and others. No member of the faculty or staff should indicate a gift will be accepted until it is formally approved by the President or VP of DO.

Step 3: Endowment gift: Approval and acceptance of an endowed gift requires negotiation and finalization of an *Endowment Agreement* (Sample templates are attached for gift & pledge as well as gift only. Also scholarship criteria requirements are attached for reference).

_____ Solicitor to consult with director of endowment services to determine appropriate template which is based on several factors (refer to items in attached *New Endowment Checklist*)

_____ Solicitor negotiates with donor(s) the title, purpose, and criteria for utilization of endowment distributions

_____ Endowment agreement draft (electronic) forwarded to director of endowment services to coordinate approval process:

Levels of approval required *prior* to obtaining donor signature:

- Director of Endowment Services
- U.T. System Trust Officer
- Vice President of Development

Levels of approval required *prior* to submission to U. T. System for Board of Regents approval:

- Dean (via memo to the president)
- President (via memo to the Office of Development and Gift Planning Services)

Step 4. Board of Regents Acceptance of gift and establishment of endowment

The director of endowment services is responsible for:

- Forwarding original documents and other electronic communication to the Office of Development and Gift Planning Services (ODGPS);
- Electronic submission of necessary request is also the responsibility of the director of endowment services.

The Office of Development and Gift Planning Services (ODGPS) is responsible for:

- Processing items for submission to the Board of Regents' for approval;
- Processing necessary documents to establish endowment principal account and invest funds by the University of Texas Investment Management Company (UTIMCO).

Step 5. Implementation of new endowment

- The director of endowment services will request UTD account be established for endowment distributions and will notify budget office, controllers office, and university responsible person (endowment administrator) that a new endowment has been approved.
- The director of endowment services is responsible for providing orientation and copies of endowment documents to the endowment administrator/dean.