



ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

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SUBJECT

GIFTS AND GRANTS FROM PRIVATE
PHILANTHROPIC SOURCES

SUB. TOPIC

POLICY ON SOLICITING, ACCEPTING AND PROCESSING GIFTS AND GRANTS FROM PRIVATE
PHILANTHROPIC SOURCES

I. PURPOSE

- A. The basic purpose of this section is to set forth University policies, in accordance with the Board of Regents Rules and Regulations, and procedures related to soliciting, accepting, and processing of all gifts, including grants and gifts-in-kind, from private philanthropic sources (individuals, partnerships, foundations and corporations).
- B. Another purpose is to set forth clearly the responsibilities related to the above subject, of University employees, administrative heads, the University Advancement Office, and the Business Affairs Office.

II. DEFINITION OF GIFTS

- A. For purposes of this document, gifts are defined as follows: Gratuitous transfers of any kind of property, real or personal, which may be contributed to UTD for any restricted or unrestricted purpose by donors from the private sector (individuals, partnerships, foundations and corporations).
- B. Included in the above definition would be such gifts as cash, securities, and gifts-in-kind (real estate, books, automobiles, equipment, etc.). Gifts will be categorized according to the most recent edition of the Management Reporting Standards for Educational Institutions, published by the Council for Advancement and Support of Education and National Association of College and University Business Officers.
- C. Not included in the definition are grants from public entities (local, state and federal).

III. GENERAL DIVISIONAL RESPONSIBILITIES

- A. The University Advancement Office has the general responsibility of soliciting, coordinating and reporting all fund raising from the private sector. This includes both projects and proposals initiated by that office and those initiated elsewhere in the University. To fulfill this mission, the University Advancement Office must be in a position to know who is giving how much and for what purpose. The Vice President for University Advancement has the responsibility of reconciling records with official University records maintained by the Business Affairs Office.

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POLICY ON SOLICITING, ACCEPTING AND PROCESSING GIFTS AND GRANTS FROM PRIVATE
PHILANTHROPIC SOURCES, CONTINUED

B. The Business Affairs Office has the primary responsibility of maintaining official University fiscal records, assuring that all cash is receipted by the University in a manner consistent with the requirements of state law, and assuring donors, the Board of Regents, the President, U.T. System officials and the State Auditor's Office, that all University funds are expended as required by the stipulations imposed by the donor, Board of Regents, The University of Texas System and the University administration, and the laws of the State of Texas.

IV. SOLICITATION OF GIFTS

- A. All solicitation of gifts from private sources by any University administrator, dean, faculty or staff member will be coordinated before-the-fact with the Vice President for University Advancement. This coordination will occur through prospect coordination meetings. The Vice President, or an appropriate University Advancement Office staff member, may work with the administrators, deans, faculty or staff members on approved fund-raising initiatives.
- B. Regarding unsolicited gifts inquiries which might be forthcoming from prospective donors, the appropriate university employee will notify the Vice President as soon as possible after the contact.

V. ACCEPTANCE OF GIFTS

- A. Unrestricted cash gifts to the University may be accepted by the President if they are \$500,000 or less. Gifts in an amount that exceeds \$500,000 must be submitted to the Board of Regents for acceptance via the Component Docket.
- B. Gifts-in-kind to the University must be approved by the Vice President for University Advancement and the appropriate U.T. System Office prior to submission for acceptance.
- The Vice President for University Advancement will confer with the President's Cabinet when major gifts are involved. (Note: The University of Texas System Office of Estates and Trusts must approve the acceptance of gifts restricted to establish an endowment or charitable remainder trust or