UTDBP3004 - Gifts and Grants from Private Philanthropic Sources

Policy Statement

Policy on Soliciting, Accepting and Processing Gifts and Grants from Private Philanthropic Sources

Purpose

The basic purpose of this section is to set forth University policies, in accordance with the Board of Regents' Rules and Regulations, https://www.utsystem.edu/board-of-regents/rules/60101-acceptance-and-administration-gifts, 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).

Another purpose is to set forth clearly the responsibilities related to the above subject, of university employees, administrative heads, the Office of Development and Alumni Relations, and the Office of Budget and Finance.

Definition of Gifts

For purposes of this document, gifts are defined as awards which meet the following criteria: Award supports an unrestricted purpose or endowments, capital projects, general student support, or other non-research related general support; Award contains only minimal requirements, generally relating to donor pledge payments and the University's commitment to effectuate the donor's intent; Award requires only minimal reporting to the donor in the form of a general statement of how funds were used (e.g. annual report, acknowledgement letter, IRS form); and Award is irrevocable, except in the case of bequests.

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 CASE Reporting Standards and Management Guidelines, published by the Council for Advancement and Support of Education and National Association of College and University Business Officers. Not included in the definition are grants from public entities (local, state and federal), which would require approval by the Office of Sponsored Projects.

Any questions concerning the definition of an award as a gift under this policy will be resolved through consultation between the Office of Development and Alumni Relations and the Office of Sponsored Projects.

General Divisional Responsibilities

The Office of Development and Alumni Relations 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 Office of Development and Alumni Relations must be in a position to know who is giving how much and for what purpose. The Vice President for Development and Alumni Relations has the responsibility of reconciling records with official University records maintained by the Office of Budget and Finance.

The Office of Budget and Finance 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, The University of Texas 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.

**Solicitation of Gifts**

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 Development and Alumni Relations. This coordination will occur through prospect coordination meetings. The Vice President for Development and Alumni Relations, or an appropriate Development and Alumni Relations staff member, may work with the administrators, deans, faculty or staff members on approved fund-raising initiatives.

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.

**Acceptance of Gifts**

Cash gifts to the University may only be accepted by the President or the Vice President for Development and Alumni Relations.

The University of Texas System (U.T. System) Office of Development and Advancement Services must approve the acceptance of gifts restricted to establish an endowment or charitable remainder trust or given for addition to the U.T. System Pooled Income Fund, or to amend an existing endowment, regardless of value.

Gifts-in-kind to the University must be approved by the appropriate Dean and the Vice President for Development and Alumni Relations. The Vice President for Development and Alumni Relations will confer with the President's Cabinet when major gifts are involved.

Gifts of real estate or minerals and gifts or remainder interests in personal residences or farms must be reviewed by the U.T. System Real Estate Office and Office of General Counsel and processed by the Real Estate Office prior to acceptance. Closely held securities and partnership interests must be reviewed by the U.T. System Office of Development and Advancement Services and the Office of General Counsel and processed by the U.T. System Office of Development and Advancement Services prior to acceptance.

The following steps will be followed to obtain official approval:

1. If requested by the donor, the Vice President for Development and Alumni Relations will sign IRS Form 8283 to acknowledge receipt of gifts other than those processed and approved by the U.T. System Office of Development and Advancement Services. If requested by the donor, the U.T. System Office of Development and Advancement Services will sign IRS Form 8283 for gifts processed.
2. The Vice President for Development and Alumni Relations will evaluate the proposed gift and forward it for appropriate approval and acceptance.
3. The Vice President for Development and Alumni Relations will notify all parties that the gift will or will not be accepted.
4. If approval to accept personal property is granted, the Vice President for Development and Alumni Relations will sign and return IRS Form 8283, if requested by the donor, for gifts other than those processed and approved by the U.T. System Office of Development and Advancement Services. If requested by the donor, the U.T. System Office of Development and Advancement Services will sign IRS Form 8283 for personal property gifts processed and approved by the U.T. System Office of Development and Advancement Services. A copy of the form will be forwarded by the Vice President to the fiscal official so that the appropriate accounting entries may be made. The Property Manager will be notified that the gift has been capitalized, and it should be tagged. If approval to accept real property is granted, appropriate legal counsel within The University of Texas System will be consulted regarding required documentation.
5. If approval is granted, the originator will, in coordination with his or her dean and the Vice President,
安排与捐赠者商议实际接受捐赠的愿望。见本节的公开部分，了解与公开相关的程序。可转让的证券必须通过UT系统发展与校友关系办公室转移并出售。

没有大学人员会延迟现金、股票或其他安全文件的处理。这些文件将在一个工作日内处理。

**处理礼物**

对大学的礼物将立即转交给发展和校友关系副校长，并附有捐赠者（如有）的书面限制。副校长负责处理这笔礼物。立即收到捐赠者的礼物后，发展和校友关系办公室应立即处理一份礼物收据表。

1. 目的：捐赠的目的，即奖学金、购买商品或其他。
2. 成本中心：应记入的适当成本中心。如果有关于应记入的成本中心的问题，联系教学单位。
3. 金额：礼物的总金额。
4. 日期：记录礼物信息的日期。
5. 捐赠者：捐赠者的姓名和完整的邮寄地址。

礼物将按照上文关于礼物的段落和接受礼物的段落进行处理。

**延期礼物**

发展和校友关系副校长负责维护任何已知将未来（遗产、信托等）归属于大学的礼物的记录。立即收到延期礼物信息后，副校长应通知UT系统发展与校友关系办公室。在UT系统发展与校友关系办公室的建议和帮助下，发展和校友关系副校长将与捐赠者联系。为协助发展和校友关系副校长在这方面的工作，任何院长、教师或工作人员，如果掌握此类知识，应立即向发展和校友关系副校长报告。

遗嘱和利益或信托的分配必须在UT系统发展与校友关系办公室进行审查、处理和批准。

**监守信函**

当捐赠给大学时，发展和校友关系副校长负责向捐赠者发送监守信函，包括收入税目的收据，如果适用。

除了上述内容，所有限制在特定部门或程序的礼物将由适当的人（项目主管、系主任、院长、主任等）书面确认。此类监守信函将在72小时内发送给捐赠者。

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Publicity

The Vice President for Development and Alumni Relations, the donor, the Office of Communications, and the administration of the unit or function named in the gift are responsible for coordinating publicity related to gifts. In all cases, the interests and wishes of the donors will be respected.

Depending on the size of the gift, appropriate publicity could include one or more of the following (list not exhaustive):

1. Picture-taking session in the President's Office;
2. News release;
3. Publicity in University publications;
4. Membership in appropriate giving club;
5. Recognition at special events;
6. No publicity (if requested by donor).

Review

This and all other policy and procedure documents concerning gifts to the University shall be reviewed periodically by the Vice President for Development and Alumni Relations in consultation with the President.

Policy History

• Issued: 2000-02-07
• Revised: 2012-05-23
• Editorial Amendments: 2019-02-19

Policy Links

• Permalink for this policy: https://policy.utdallas.edu/utdbp3004
• Link to PDF version: https://policy.utdallas.edu/pdf/utdbp3004
• Link to printable version: https://policy.utdallas.edu/print/utdbp3004