GIFTS: ACCEPTANCE, PROCESSING, AND SOLICITATION

Office of Institutional Advancement

Development activities are part of the overall Health Science Center’s Strategic Plan. The Vice President and Chief Development Officer, and the staff of the Office of Institutional Advancement oversee and assist with fund development needs throughout the Health Science Center. Successful fund raising is dependent upon a coordinated strategy in dealing with donors on behalf of the Health Science Center.

Any student, faculty, or staff member wishing to secure funds through private sector support must receive prior approval through the Vice President and Chief Development Officer or the Director of Development supporting their School.

Acceptance

To achieve and maintain relationships with donors, the Health Science Center has established guidelines for accepting, processing, and soliciting gifts. All faculty and staff who represent the Health Science Center to a potential or actual donor must abide by these guidelines. All students and registered student organizations must also abide by these guidelines in addition to those provided by the Office of Academic, Faculty and Student Affairs.

The Vice President and Chief Development Officer are delegated by the President as the agent of the Health Science Center to accept gifts to the Health Science Center to further its mission as an academic health science center. This includes the responsibility of maintaining all gift records and acknowledging each gift according to Internal Revenue Service (IRS), Board of Regents, The University of Texas System gift acceptance procedures, and Health Science Center’s regulations, policies and procedures.

Therefore, all gifts received by the Health Science Center, check, cash, credit card, or non-cash gifts (including gifts-in-kind), must be processed through the Office of Institutional Advancement.

Definition

GIFT: A contribution received from the private sector (individuals, foundations, corporations, other) for either unrestricted or restricted use for which no commitment of resources or services other than,
committing to use the gift as the donor specifies. The contribution is a nonreciprocal transfer in that there is no implicit or explicit statement of exchange, purchase of services, or provision of exclusive information. If the donor receives benefits in return for the contribution, the amount of the gift recorded and reported is reduced by the fair market value of all benefits given, according to IRS regulations.

Gift Processing Instructions

Immediately upon receipt of a gift, the school/department receiving the gift should forward the gift (i.e., cash, check, credit card, gift-in-kind documentation) including related correspondence to the Office of Institutional Advancement for deposit. Deposit information should include the Project ID and a contact name and phone number.

The Office of Institutional Advancement will record the gift in the donor record, deposit the gift in the appropriate department Project ID, and receipt the donor per IRS regulation.

Special Instructions

Gifts-In-Kind: Non-cash gifts can be used immediately, such as equipment. Documentation detailing the gift and its fair market value must be processed through the Office of Institutional Advancement. The receiving department is responsible for contacting Property Control to properly document the gift-in-kind and notify the Office of Institutional Advancement.

Out-of-Pocket Business Expenses: Out of pocket business expenses paid by Health Science Center employees which are not reimbursed by the Health Science Center are not classified as Gifts-In-Kind to the Health Science Center.

Endowments: All gifts to support a new endowment must be coordinated and processed through the Office of Institutional Advancement. All details and communication with the donor(s) will be coordinated through the Office of Institutional Advancement, which will work with the appropriate school/department to prepare the required endowment agreement as mandated by The University of Texas System defining the donor’s purpose and terms.
All gifts to support existing endowments are processed and deposited to an endowment clearing Project ID held in the Office of Institutional Advancement. The Office of Institutional Advancement subsequently notifies the Office of Accounting to wire the gift(s) to the appropriate endowment principal account.

**Planned Gifts:** The Vice President and Chief Development Officer is responsible for maintaining records regarding any known gifts that will accrue to the Health Science Center at some time in the future (wills, trusts, etc.). Information regarding a planned gift to the Health Science Center should be transmitted to the Vice President in a timely manner.

**Donor Acknowledgement:** Donors play a critical role in the growth of the University. To effectively communicate the Health Science Center’s appreciation, the President has delegated to the Office of Institutional Advancement the responsibility of administering the gift acknowledgement system. This system ensures that donors are informed of the receipt and use of their gift in a timely manner.

Individual department Chairs and Deans are also encouraged to express appreciation to Health Science Center’s donors and should provide copies of their correspondence to the Office of Institutional Advancement to ensure our donor records are complete.

**Special Gifts:** For gifts other than cash, the Health Science Center follows the policies and procedures established by the University of Texas System and the Board of Regents’ *Rules and Regulations* which may be reviewed on the following sites:

- [University of Texas System Wide Policy UTS 138](#)
- [Board of Regents’ Rule and Regulations Rule 60101](#)

**Exception Gifts:** For exceptional type gifts, the Health Science Center Gift Acceptance Committee will review such gifts on an individual basis, prior to the gift being made to determine whether or not the Health Science Center may accept the gift. The Gift Acceptance Committee will be comprised of the Vice President of Institutional Advancement, Assistant Vice President of Institutional Advancement and Senior Director of Planned Giving and Administration.
Solicitation

The Vice President and Chief Development Officer and members of the Office of Advancement fundraising team consistently manage the Health Science Center’s development strategy.

All solicitations of gifts from private sources by any Health Science Center faculty, staff, or student must receive prior approval through the Vice President and Chief Development Officer or his/her designee.

See also Handbook of Operating Procedures Section 9.1.7, “Solicitation”.