

21.05.01.K0.01 Gifts, Donations, Grants, and Endowments



Approved: November 17, 2014
Revised: August 15, 2017
Next Scheduled Review: August 15, 2022

Procedure Statement

This procedure supplements System Policy *21.05, Gifts, Donations, Grants and Endowments* and System Regulation *21.05.01, Gifts, Donations, Grants and Endowments* that provides members of the Texas A&M University System with authority, guidance, and restrictions for the acceptance of gifts, donations, grants, and endowments.

Reason for Procedure

This procedure outlines those offices responsible for and their functions for the acceptance of gifts, donations, grants, and endowments. It is also required by System Regulation *21.05.01, Gifts, Donations, Grants and Endowments*.

Procedures and Responsibilities

1. GENERAL

Texas A&M University-Kingsville (TAMUK) departments are responsible for notifying the Office of Alumni Services & Giving (OASG) of all cash and non-cash gifts, donations, grants, or endowments.

2. ACKNOWLEDGMENT OF DONORS

2.1. The OASG will sign correspondence to the donor acknowledging the gift, donation, or endowment. This office is responsible for facilitating all donor acknowledgements and receipts and promoting further stewardship with departments.

2.2. The university is legally obligated to adhere to the terms and conditions of every gift. For this reason, the terms of each gift must be considered with the utmost care to be sure that they are feasible, do not unduly hamper the usefulness and desirability of the gift, and are in conformity with TAMUK policies. All donor designated gifts are deposited as requested; all undesignated gifts received by the university must be verified with the donor for proper designation.

- 2.3. Gift acknowledgement letters are necessary to ensure that gifts are deposited correctly and also serve as additional verification as a tax-deductible gift for the donor. Most donors are interested in understanding the impact of their funding on the area they have supported. Additional communication to the donor by the beneficiary department or unit is encouraged, and the OASG will provide appropriate assistance.
- 2.4. Donor recognition is an important element of donor stewardship. This element incorporates opportunities and mechanisms for meaningful donor recognition, taking into consideration such factors as donors' preferences (for example, anonymity and the format in which their names are presented) and institutional culture and values. Recognition is the public form of donor acknowledgement, and ranges from activities that are automatic organizational responses to giving, such as giving societies, to those that are undertaken with the involvement of the donors, as is the case with named space signage. The OASG has established university-wide gift recognition levels as a means of extending its appreciation to all donors.

3. RECORD KEEPING AND REPORTING

- 3.1. The OASG, upon proper notice from the department representative who received the gift, donation, grant, or endowment, will be responsible for receipting the funds or gift according to the System Regulation *21.01.02, Receipt, Custody and Deposit of Revenues*. This office will also be responsible for the preparation of all required gift reports and disclosure requirements, including the required reporting to the Board of Regents.
- 3.2. The OASG will obtain appropriate documentation for non-cash items and provide the donor with an acknowledgment.

4. COMPLIANCE WITH FEDERAL AND STATE LAWS AND SYSTEM POLICIES

- 4.1. The OASG is responsible for ensuring that the university will maintain internal controls to ensure compliance with all federal and state laws and system policies pertaining to gifts, donations, and endowments.
- 4.2. The Office of Research and Sponsored Programs is responsible for ensuring that the university will maintain internal controls to ensure compliance with all federal and state laws, system policies pertaining to grants.

Related Statutes, Policies, Rules or Requirements

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

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

[System Policy 21.01.02 Receipt, Custody and Deposit of Revenues](#)

Contact Office

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