

21.05.01.R0.02 Gifts, Donations, Grants and Endowments

Approved October 1, 2013
Next Scheduled Review: October 1, 2018



Procedure Statement

This procedure supplements System Policy 21.05 and System Regulation 21.05.01 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.

Procedures and Responsibilities

1 GENERAL

Texas A&M University-Commerce departments are responsible for notifying the Vice President for Institutional Advancement of all cash and non-cash gifts, donations, grants or endowments.

2 ACKNOWLEDGEMENT OF DONORS

The Vice President for Institutional Advancement will sign correspondence to the donor acknowledging the gift, donation or endowment. The Advancement Services Office is responsible for facilitating all donor acknowledgements and receipts and promoting further stewardship with departments.

3 RECORDKEEPING AND REPORTING

3.1 The Advancement Services Office will deposit, record and receipt all gifts, donations, and endowments. These duties shall be segregated in compliance with standard audit procedures. Record keeping and reporting of external funding in the form of grants is managed by the Office of Research and Sponsored Programs.

- 3.2 The Advancement Services Office will obtain appropriate documentation for non-cash items and provide the donor with an acknowledgement.
- 3.3 The Budgets and Reporting Office will record all cash gifts, non-cash items, donations, grants or endowments in accordance with all relevant System policies and accounting standards, and prepare all required gift reports and disclosure requirements, including the required reporting to The Texas A&M University System Board of Regents.

4 COMPLIANCE WITH FEDERAL AND STATE LAWS AND SYSTEM POLICIES

- 4.1 The Vice President for Institutional Advancement is responsible for ensuring 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 the University will maintain internal controls to ensure compliance with all Federal and State laws and System policies pertaining to grants.

Related Statutes, Policies, or Requirements

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

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

University Procedure [21.05.01.R0.01 Solicitation and Acceptance of Gifts for the University](#)

University Procedure [15.01.01.R0.01 External Funding Request](#)

Suspends University Rule [21.05.01.R1 Gifts, Donations, Grants and Endowments](#)

Contact Office

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