Gifts

Developed by
The University of Texas at Dallas
Office of Development and Alumni Relations
Purpose of this training

UT Dallas gets less than half of its funding from the state, the rest of its funding comes from gifts and donations. The University is very fortunate to receive so many gifts and donations and as such, it is very important that every gift and donation is handled properly. Mishandling these funds could result in:

- Loss of funds
- Decreased donations and gifts
- Poor public image

You have been assigned this training due to your position within the University.
UT Dallas is very fortunate to receive so many gifts and donations. Gifts and donations are very valuable and should be treated as such from start to finish.

You can help UT Dallas by ensuring:

- Gifts are properly received.
- Gifts are handled with care.
Receiving Gifts

Gifts come in many different forms (monetary, property, securities, etc.) and there are many different ways in which donors can give to schools and departments (cash, checks, credit cards, etc.).

It is important that the University receives and documents each gift properly.
Online Giving

UT Dallas schools and departments can establish giving websites.

• This makes giving convenient for donors and all major credit cards (VISA, MasterCard, Discover, American Express) are accepted.

• Please remember, **DO NOT** accept credit card number via phone, mail or email.

Want to set up a customized giving page for your school/department?

Contact the [Office of Development and Alumni Relations](#).
What counts as a gift?

Not all donations have to be handled in accordance with UT Dallas gifts policies because some do not fit IRS official definition of a gift.

The official definition of a gift is:

- A gift is a contribution received by an institution for use in the furtherance of its mission for which the institution has made no commitment of resources or services other than committing to use the gift as the donor specifies. No goods and/or services are provided to the donor in consideration of a gift.

Ways we can receive gifts

- Cash
- Checks
  (Personal/Business only. No third party checks allowed.)
- Credit Card
  - VISA
  - MasterCard
  - Discover
  - American Express
- Securities
- Wired funds
- Gifts in kind
## Examples

<table>
<thead>
<tr>
<th>Gifts</th>
<th>NOT Gifts</th>
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<tbody>
<tr>
<td>Scholarship</td>
<td>Membership Dues</td>
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<tr>
<td>Program/Research Support</td>
<td>Payments for services or products</td>
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<tr>
<td>Gifts in Kind</td>
<td>Event Registrations</td>
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<tr>
<td>Securities</td>
<td>Standard Educational Discounts</td>
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<tr>
<td>Wired Funds</td>
<td>Professional Services (pro-bono)</td>
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<td></td>
<td>Raffle Tickets</td>
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# How to receive each kind of gift

<table>
<thead>
<tr>
<th>If a person wants to give…</th>
<th>Then you should…</th>
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</table>
| Money (cash, check, or credit card) | **For cash and checks:** Department/Unit will fill out a [Gift Transmittal form](#)  
**Credit cards:** Direct donor to school or University giving web pages |
| Securities | Notify the Office of Development and Alumni Relations to initiate contact with UT System for receiving and liquidating the stock |
| Gifts in kind | Department/Unit will fill out an [In-Kind Gift Acceptance form](#) |
| Wired funds | Ask the Office of Development and Alumni Relations for instructions |
Every school/department/center receiving gifts is responsible for ensuring that the gifts are properly secured while awaiting deposit.

See UT Dallas Cash Handling Policy for procedures.
Gift/Pledge Agreements

Gift/Pledge Agreement forms are specifically for:

- Gifts of $10,000 and above
- Both endowment and non-endowment
- Multiple year pledges

Have questions?

- **Academic departments**: Contact the Director of Development and Alumni Relations for your school
- **Non-academic departments**: Contact the Office of Development and Alumni Relations
Delivery of Gifts

Within 24 hours of receiving the gift:

• Prepare the appropriate documentation.
  – Using a locked bag, hand-deliver or call mail services, x. 2779, for pick up and have them deliver the gift and documentation to the Office of Development and Alumni Relations (Synergy Park North, SPN 2.120).
  – If you can’t deliver the gift within 24 hours, you must store it in a fire-proof lockable device, such as file cabinet, drawer, or safe.
  – If you don’t have a locking bag, please ask the Office of Development and Alumni Relations about your options.

• **NEVER** send gifts through campus mail.
• **NEVER** send gifts directly to the Bursar’s Office.
Depositing Gifts

Gifts are NOT to be deposited directly through the Bursar’s Office.

All gifts must be processed through the Office of Development and Alumni Relations.

This ensures that:
• Donors receive official tax receipts from UT Dallas
• Accounts are properly reconciled.

Please be careful!
• When depositing funds that are NOT gifts, DO NOT use the account codes that start with 492XX or 497XX. Funds deposited into these accounts are automatically treated as gifts.
Gift Cost Centers

Gift cost centers can be opened, if needed.

How it works:

• Each department is responsible for setting up cost centers for new gifts.

• If a gift is designated for research, send documentation (such as letter or agreement) to the Office of Development and Alumni Relations.

• Until the gift cost center is open, monies will be placed in the Development Holding cost center and not available for spending.

• Once a cost center number has been issued, inform Office of Development and Alumni Relations and monies will be moved to the appropriate cost center.
Keep Proper Records

Deliver all original donation documentation to the Office of Development and Alumni Relations, where it will be kept in a secure and centralized database in accordance with UT System policies.

Keep your school/department copies in lockable cabinets.

If you make copies of checks for your records, make sure the copies contain no account numbers. (For example, you might use a black marker to hide account numbers.)
For more information

This training module is always available at the UT Dallas Office of Institutional Equity and Compliance website.

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<th>If You Have Questions</th>
<th>Resources</th>
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<tr>
<td>• <strong>Office of Development and Alumni Relations</strong> – (972) 883-2295</td>
<td>• Find forms at <a href="http://www.utdallas.edu/forms">www.utdallas.edu/forms</a></td>
</tr>
<tr>
<td>• Gift/Pledge Agreements: Kyle Edgington - (972) 883-2295 <a href="mailto:kyle.edgington@utdallas.edu">kyle.edgington@utdallas.edu</a></td>
<td>• Opening Gift Account: Contact your school/department Administrative Services Officer</td>
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<td></td>
<td>• Help with lock bag deliver: UT Dallas Mail Services</td>
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<tr>
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<td>• Policy: [Accepting and Processing Gifts](<a href="http://Accepting">http://Accepting</a> and Processing Gifts)</td>
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<th>Gifts</th>
<th>Where to Deliver Gifts</th>
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<tr>
<td>• Gloria Muhammad - (972) 883-2291 <a href="mailto:gloria.muhammad@utdallas.edu">gloria.muhammad@utdallas.edu</a></td>
<td>• Synergy Park North, SPN 2.120</td>
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