

21.05.01.C0.01 Gifts, Donations, Grants, and Endowments

Approved: December 7, 2000
Revised: October 3, 2016
Next Scheduled Review: October 3, 2021



Procedure Statement

This procedure supplements system regulation 21.05 Gifts, Donations, Grants and Endowments and provides guidance for processing gifts, donations, grants, and endowments at the Texas A&M University-Corpus Christi.

Reason for Procedure

This procedure describes the university process for handling gifts, donations, grants, and endowments.

Procedures and Responsibilities

1. COMMUNICATING WITH DONORS AND DONOR REPRESENTATIVES

A letter and receipt from the President and his/her designee acknowledging the gift, donation, grant, or endowment received will be issued to all donors. The Office of Institutional Advancement, upon proper notice from the authorized University representative who received the gift, donation, grant, or endowment, is responsible for the preparation of these letters and for ensuring compliance with all applicable Internal Revenue Service Regulations. The Vice President for Institutional Advancement will determine the system for proper notice to the Office of Institutional Advancement by the authorized University representative who received the gift, donation, grant, or endowment, and will communicate information about this system to the university community utilizing the standard internal communications system in place. Donation forms may be found at <http://www.tamucc.edu/advancement/services/forms.html>.

2. INTERNAL REPORTING AND RECORDING OF GIFTS, DONATIONS, GRANTS, OR ENDOWMENTS

2.1. The Office of Institutional Advancement, upon proper notice from the authorized University representative who received the gift, donation, grant, or endowment,

will maintain records of all gifts, donations, grants, or endowments and will prepare all required gift reports and disclosure requirements, including the required reporting to the Board of Regents.

- 2.2. The Office of Institutional Advancement will receipt and record all gifts, donations, grants, or endowments in accordance with all relevant System policies and accounting standards.

3. COMPLIANCE WITH FEDERAL AND STATE LAWS AND SYSTEM POLICIES

The Office of Institutional Advancement, upon proper notice from the authorized University representative who received the gift, donation, grant, or endowment, will be responsible for ensuring compliance with all Federal and State Laws and System Policies pertaining to gifts, donations, grants, and endowments.

Related Statutes, Policies or Requirements

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

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

Contact Office

Contact for clarification and interpretation: Vice President for Institutional Advancement
(361) 825-5749