

DEPAUL UNIVERSITY



Gift Acceptance and Processing

Category: Operations

Responsible Department: Advancement

Responsible Officer: Senior Vice President, Advancement

Effective Date: 9/5/2017

Policy Summary

All private donations (gifts) received by any area of the University must be sent to the Office of Advancement for processing within one business day. If a donor expresses an intent to give a gift, the Office of Advancement must be notified within one business day. Some proposed gifts may need to be reviewed prior to acceptance. In such cases, Advancement will convene the Gift Acceptance Committee to determine if the University can accept the gift and, if so, arrange for its proper transmission to the University.

Private Grants and contractual agreements should be administered in accordance with the [Administration of Externally Funded Grants and Contracts](#) policy and in coordination with the [Office of Research Services \(ORS\)](#).

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

Policy

All private donations (gifts) to the University must be sent to the Office of Advancement within one working day of receipt of the contribution, including original envelopes, attachments and associated documentation. The Office of Advancement will coordinate with the appropriate offices for certain types of gifts, and arrange for the proper transmission of any accepted gifts to the University. Funds will be made available to appropriate departmental accounts per the donor's wishes and applicable law. Donor Relations in the Office of Advancement will oversee the acknowledgment process for all gifts received by the University.

If a donor has expressed an intent to give a non-cash gift (of real or personal property or gift in kind), a gift of securities, a planned gift, or a gift of \$250 or more, the Office of Advancement must

be contacted within one business day. As needed, the Gift Acceptance Committee will conduct a review of the proposed contribution to determine whether the University can accept the gift. The internal review ensures the performance of proper due diligence and analysis related to asset valuation, potential liabilities arising from gift acceptance, adherence to applicable legal, regulatory, and tax statutes, and acceptable and practicable donor conditions.

Legal and ethical requirements designed to protect both the donor and DePaul prohibit the University itself from appraising most gifts. Such appraisals are to be conducted by appraisers who are independent from the University. DePaul reserves the right to conduct appraisals for internal accounting or other purposes.

Please see this policy in conjunction with the [Administration of Externally Funded Grants and Contracts](#) policy.

For donated works of art, please also see the [DePaul Art Museum Collections Accession](#) policy and the [Study Collection Development](#) policy.

Composition of Gift Acceptance Committee

Committee Composition

The committee shall be composed of six members, four of whom are from Advancement and two of whom are non-Advancement staff members.

Advancement Staff

- SVP of Advancement
- Director of Gift Processing
- Director of Donor Relations
- Others as determined by SVP of Advancement

Non Advancement Staff

- Treasurer
- Director of Investments

Committee Meetings

The Director of Donor Relations shall call special meetings as necessary to approve specific gifts.

Quorum Required

The committee must have a quorum (at least four members present) in order to vote to approve or decline gifts. Attendance may be considered to be in person, via conference call, or via group email.

Majority Vote Required

Decisions of the committee must be made by majority vote. If a majority vote cannot be reached, the committee may request that the President review the contribution and make a final decision.

Procedures

The Office of Advancement is the only department at DePaul that can process charitable gifts as defined by IRS regulations.

Because of the time-sensitive nature of receipting and donor acknowledgment, **checks and other forms of gifts must be submitted to Advancement within one business day of receipt.**

All gifts and accompanying documentation will be hand-carried to the Office of Advancement, 55 E. Jackson, 18th Floor, or dropped off at DePaul Central in the Schmitt Academic Center, Room 101 (if received in Lincoln Park) upon receipt. **Please contact the Director of Gift Processing at 312-362-8666 prior to delivery for specific instructions and requirements.** Once received, gifts will be credited to the appropriate departmental budgets for use by faculty and staff in that respective department who have budget authority.

Do not send cash, checks, securities/stock certificates, credit card numbers or payroll deduction forms through interoffice mail.

The Director of Gift Processing must be contacted if a donor wishes to make any non-cash gift (of real or personal property or gift in kind), a gift of securities, a planned gift, or any gift of \$250 or more.

Divisional Collaborations

- Office of the General Counsel
- Financial Affairs
- Office of Research Services

Contact Information

For more information about gift acceptance and processing, contact the Director of Gift Processing in the Office of Advancement 312-362-8666.

Appendices

None

History/Revisions

Origination Date: 02/01/1995

Last Amended Date: 09/05/2017

Next Review Date: N/A