

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**21.05.01.P0.01 Gifts, Donations, Grants & Endowments**

Approved May 15, 1998

Revised April 22, 2014

Revised May 8, 2019

Next Scheduled Review: May 2024

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**UAP Purpose**

The purpose of this University Administrative Procedure (UAP) is to provide Prairie View A&M University departments with the proper procedures for the acceptance, recording and reporting of gifts, donations, grants and endowments in accordance with System Policy [21.05 Gifts, Donations, Grants and Endowments](#) and System Regulation [21.05.01 Gifts, Donations, Grants and Endowments](#). In coordination with the Office of Development, all departments are encouraged to solicit gifts for the University as a means of obtaining financial resources to meet the needs of the university.

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**Definitions**

See System Policy [21.05 Gifts, Donations, Grants and Endowments](#) for definitions.

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**Procedures and Responsibilities**

**1. GENERAL**

- 1.1 This UAP should be read in conjunction with System Policy [21.05 Gifts, Donations, Grants and Endowments](#) and System Regulation [21.05.01 Gifts, Donations, Grants and Endowments](#).

**2. SOLICITATION OF GIFTS**

- 2.1 To ensure that departments are made aware of other solicitation efforts and to ensure compliance with all applicable System Policies and Regulations and University Administrative Procedures, departments should notify the Vice President of Development of all planned solicitations.

**3. RECEIPT OF GIFTS**

- 3.1 Upon receipt of gifts from donors, departments must prepare a Gift Transmittal Form to document the designation, purpose, and donor information.

- 3.1.1 If the designation is not known, that field should be left blank for the Office of Development to determine in coordination with the Office of Financial Administration.
  - 3.1.2 Departments requiring assistance in completing the Gift Transmittal Form should contact the Office of Development.
- 3.2 For gift checks totaling \$200.00 or more, the Gift Transmittal Form and any relevant documents received must be delivered to the Office of Development on the same day. The Office of Development will immediately review the Gift Transmittal Form for proper completion, update the Banner Advancement Module, and transmit the checks to the Office of Treasury Services on the same day, unless received after 2:00 p.m. in accordance with System Regulation [21.01.02 Receipt, Custody and Deposit of Revenues](#).

#### **4. DONOR ACKNOWLEDGEMENT**

- 4.1 The Office of Development will issue an official Donor Receipt to the donor. In addition, all gifts will be acknowledged in a letter of acceptance sent to the donor from the University administration.

#### **5. GIFT RECORDS AND REPORTING**

- 5.1 The Office of Development will update and maintain all donor information in the Banner Advancement Module.
- 5.2 The Office of Development will prepare the receipt for the funds that go to the Office of Treasury Services to be entered into the appropriate Financial Accounting and Management Information System (FAMIS) account(s) by the Office of Accounting Services.
- 5.3 The Office of Development is responsible for all required reports, including Internal Revenue Service reports, a monthly gift report and the quarterly Gifts, Donations, Endowments and Grants (GDGE) Report submitted to the Board of Regents for confirmation.

#### **6. RECONCILIATIONS**

- 6.1 It is the responsibility of the departments to reconcile all gifts from their copies of source documents to the monthly reports generated by the Office of Development and the departments' FAMIS accounts. Any discrepancies are to be reported to the Office of Development.
- 6.2 The Office of Development will reconcile the monthly report of gifts generated in Banner to the related FAMIS accounts.

#### **7. IN-KIND GIFTS**

- 7.1 In-kind (non-cash) gifts vary, but include such items as books, equipment, livestock and land.

- 7.2 Departments notified of intended In-kind gifts must complete a Gift In-Kind Form and submit it to the Vice President of Development who is responsible for obtaining proper approval of all in-kind gifts and for preparing notifications of acceptance to donors.
- 7.2.1 Departments may not accept nor dispose of in-kind gifts without prior approval from the Vice President of Development.
- 7.3 The Gifts Coordinator of Development is responsible for providing requisite documentation of in-kind gifts to the Office of Financial Administration to ensure proper recording of the gifts in FAMIS.

## **8. APPROVALS FOR ACCEPTANCE**

- 8.1 Section 3 of System Policy [21.05 Gifts, Donations, Grants and Endowments](#) addresses the guidelines for the approval and/or acceptance of gifts.

## **9. MATCHING GIFTS**

- 9.1 All matching gifts will be handled in a manner consistent with the written guidance and intent of the donor. If no designation is made by the donor, the matching gift will be credited to the same account as the gift that is being matched.
- 9.2 The Gifts Coordinator of Development will ensure that matching gifts are deposited into the appropriate FAMIS account.

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### **Related Statutes, Policies, Regulations and Rules**

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[Texas Education Code 85.21 \(b\)](#)

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

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

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

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### **Forms**

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To request gift processing forms or assistance in completing the forms, please contact the Gifts Coordinator in the Office of Development. Available forms are:

- ❖ Bank Draft Form
- ❖ Gift Agreement Form
- ❖ Gift Transmittal Form
- ❖ Gift In-Kind Form

❖ Scholarship Agreement Form

❖ Payroll Deduction Form

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**Contact Office**

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Office of Development      936-261-1550

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