

## **University Advancement Policies taken from Policies and Procedures Manual 2/3/2004**

### **GIFTS AND DONATIONS (NON-CASH) TO THE UNIVERSITY POLICY**

Sam Houston State University Procedure for Handling Gifts to the University Which Are Non-Cash Items (New and Used Goods)

The following activity is performed after University Advancement has been advised of and possibly been involved with the Gifting process: All non-cash gifts to the university must be recorded in the Property Office. The department receiving the item is required to do the following: After the gift has been approved and accepted by the President and the department, it is the responsibility of the department receiving the item to forward a copy of all correspondence or documents concerning the gift or donation to the Property Office. This must include the donor's name, full description of item, serial number and value. The value for new items is defined as the original value as per the donor. The value for used items is defined as the present value at the time of acceptance as per the department receiving the gift. The Property Office will place the item on the university inventory according to the following guidelines: If the value is \$500 or more, the item must be recorded in the Property Office and affixed with a university inventory number.

NOTE: All gifts to the university are to be used for university business and become the property of the university.