



Angelo State University
Operating Policy and Procedure

OP 32.07: Reporting of Gifts and Grants from Private Philanthropic Sources

DATE: March 12, 2012

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth Angelo State University (ASU) policies and procedures related to reporting gifts, donations and non-contractual grants to ASU and Angelo State University Foundation (ASUF).

REVIEW: This Operating Policy (OP) will be reviewed in March of even numbered years by the vice president for development and alumni relations with recommended revisions forwarded to the president by April 15 of the same year.

POLICY/PROCEDURE

1. External Reporting

ASU and ASUF are currently conducting activities to raise funds from private philanthropic sources. In order that the fundraising efforts of ASU and ASUF may be meaningfully compared with such efforts by other institutions, these fundraising activities are reported to the Council for Advancement and Support of Education (CASE) in accordance with the reporting standards promulgated by CASE, as they currently exist or may be amended from time to time.

2. Internal Reporting

- a. All gifts to ASU and ASUF shall be reported to and receipted by the Office of Development.
- b. The related corporate entities of ASU are defined as separately incorporated, nonprofit organizations with federal tax-exempt status, which, pursuant to their governing documents, exist solely to support ASU and must report all gifts for entry into the university's alumni and donor database.

These organizations are:

- (1) Angelo State University Foundation;
- (2) Angelo State University Alumni Association;
- (3) Friends of the Library/West Texas Collection;
- (4) Friends of Art and Music Education;

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(5) Angelo State Athletic Foundation.

- c. All gifts received by the Office of Development will be deposited in the appropriate account on campus or with ASUF.