



**Angelo State University  
Operating Policy and Procedure**

**OP 32.06: Office of Development and Alumni Relations' Relationships and Responsibilities**

**DATE:** January 20, 2017

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to set forth Angelo State University policies and procedures related to the Office of Development and Alumni Relations' relationships with other offices of Angelo State University and Angelo State University Foundation, Inc.

Another purpose related to the above subject is to set forth clearly the responsibilities of the Office of Development and Alumni Relations, the Office of Finance and Administration, and Angelo State University Foundation, Inc.

**REVIEW:** This OP will be reviewed in March every three years, or as needed, by the vice president for development and alumni relations. Changes regarding financial procedures will be made with the concurrence of the vice president for finance and administration with recommended revisions forwarded to the president in April of the same year.

**POLICY/PROCEDURE**

**1. Relationship between Angelo State University and Angelo State University Foundation, Inc.**

a. Purpose of Angelo State University Foundation, Inc.

The Angelo State University Foundation, Inc. (ASUF) is formed exclusively for the benefit of Angelo State University (ASU). The Foundation is a public non-profit organization established to provide financial assistance to ASU primarily from gifts and earnings on endowed funds. The Foundation oversees management, investment and distribution of all funds in the Foundation for the furtherance of educational purposes at ASU and in accordance with donors' wishes.

b. Application of Operating Policies and Procedures

The operating policies and procedures concerning the Office of Development and Alumni Relations at ASU shall also apply to ASUF, unless expressly stated otherwise.

**2. General Division Responsibilities**

a. Office of Development and Alumni Relations

(1) The Office of Development and Alumni Relations is responsible for soliciting,

coordinating, approving, and reporting all fundraising from the private sector. This includes both projects and proposals initiated by the Office of Development and Alumni Relations and those initiated elsewhere in ASU and its related corporate entities. To fulfill its mission, the Office of Development and Alumni Relations must be kept informed in a timely fashion on all actions related to fundraising.

- (2) The Office of Development and Alumni Relations is responsible for performing certain support functions for ASUF. This includes receiving, receipting, acknowledging, and reporting gifts received by ASUF.
- (3) Gifts to ASU and to ASUF shall be receipted by the Office of Development and Alumni Relations and reported to the president and the chancellor. The Office of Development and Alumni Relations is responsible for preparing Board of Regents agenda items relative to gifts to ASU.
- (4) The Office of Development and Alumni Relations is responsible for maintaining official ASU fiscal records, assuring that all cash is receipted by ASU in a manner consistent with the requirements of state law, and assuring donors, the Board of Regents, the president, the chancellor, and the state auditor that all ASU funds are expended as required by the stipulations imposed by the donor, the Board of Regents, generally accepted accounting principles, and the laws of the state of Texas.

b. Office of Finance and Administration

The vice president for finance and administration, in cooperation with the Office of Development and Alumni Relations, will establish the procedures used for accounting and disbursement of all gifts. The vice president for finance and administration has the authority and responsibility for approving the procedures used for receipting, accounting, and disbursement of all funds handled by ASU employees.

c. All Divisions

- (1) All offices of ASU, including faculty, staff, students, student organizations, and the related corporate entities, are responsible for coordinating and clearing in writing all fundraising projects funded by individuals, foundations, and corporations prior to the project. Note: A form related to the request for funds for special projects from private sources is available in the Office of Development and Alumni Relations and must be completed prior to soliciting funds for special projects.
- (2) All offices are responsible for forwarding any gifts received to the Office of Development and Alumni Relations for receipting and reporting purposes. Gifts not reported to the Office of Development and Alumni Relations and recorded in the university's database will not be counted in the individual or entities total gifts to the university.
- (3) Appointments to development advisory boards within the colleges and units shall be submitted to the Office of Development and Alumni Relations prior to the individual being asked to serve on said board to avoid duplication in membership on the boards. Additionally, a current list of the membership of advisory boards shall be provided to the Office of Development and Alumni Relations annually by October 1.