



**Angelo State University**  
**Operating Policy and Procedure**

**OP 32.05: Processing, Management, and Publicity of Gifts and Grants from Private Philanthropic Sources**

**DATE:** January 20, 2017

**PURPOSE:** The purpose of this Operating Policy and Procedure (OP) is to set forth Angelo State University policies and procedures related to processing, management, and publicity of all gifts, donations, and non-contractual grants from private philanthropic sources, e.g., individuals, foundations, and corporations.

**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 by April 15 of the same year.

**POLICY/PROCEDURE**

**1. General**

- a. Angelo State University (ASU) personnel shall not delay the processing of cash, securities, or other gift instruments. These documents shall not be retained or carried by employees except to facilitate their processing. Such documents shall be delivered to the Office of Development and Alumni Relations within one working day of receipt. Upon receipt by the Office of Development and Alumni Relations, funds shall be deposited within three working days; however, funds of more than \$100 shall be deposited no later than the following day.
- b. Gifts may be restricted as to use to a specific unit of ASU or to the discretion of a particular member of the staff. However, such restricted gifts are acceptable only if they are applicable to existing programs and uses.

**2. Receipts and Acknowledgment Letters**

The Office of Development and Alumni Relations shall be responsible for generating the acknowledgment letters and receipts to the donors for gifts made to ASU and ASUF.

**3. Publicity**

- a. The vice president for development and alumni relations, in coordination with the faculty/staff contact person, the donor, the Texas Tech University System's Office of Institutional Advancement, and the Office of Communications and Marketing, is responsible for coordinating all publicity related to gifts. In all cases, any special desires of the donor and good taste will prevail.

[Minor revisions: January 20, 2017]

- b. Before any gift can be publicized, the faculty/staff contact person shall obtain the permission of the donor authorizing publicity of the gift.