

STANDARD ADMINISTRATIVE PROCEDURE

21.05.01.M0.01 Gifts, Grants, Loans, and Bequests

Approved June 20, 1997

Revised May 28, 2010

Revised October 28, 2013

Revised August 20, 2014

Revised January 6, 2020

Next scheduled review: January 6, 2025

SAP Statement

Gifts, grants, loans and bequests may be accepted by the University to include TAMHSC, TAMU School of Law and other locations and branch campuses TAMUG and TAMUQ. These must follow the conditions listed below to ensure that the best interest of the University is protected.

Definitions

Gifts include support (which may be termed “grants” by some donors) from private sources bestowed voluntarily and without expectation of any tangible compensation. (Tangible compensation is the expectation of a private benefit. An example would be a gift which would grant rights to use or own the results of the research or any intellectual property resulting therefrom in the future. Tangible compensation does not include recognition of the donor or any reporting or accounting requirements for how gift funds are spent.)

Official Procedure/ Responsibilities/ Process

1. ACCEPTANCE/APPROVAL

Acceptance of gifts, grants, loans, and bequests is subject to the following conditions:

- 1.1 Acting on appropriate administrative recommendation, the President may decline acceptance of a gift, grant, loan, or bequest, if the acceptance of such would not be in the best interest of the University (for example, if the purpose of the gift would be in violation of ethical principles of human rights). Such administrative action should not constitute undue restriction of scholarly inquiry.

- 1.2 Texas A&M University is authorized to accept gifts or bequests for the establishment of scholarships, professorships, or other trusts for educational or research purposes provided such property will not require education and general appropriations by the Legislature for operation, maintenance, repair, or the construction of buildings. See [System Policy 41.01](#) for information regarding gifts of real property.
- 1.3 The System Office of General Counsel must approve all new trusts/bequests and gifts of intellectual property before routing of the appropriate acceptance forms described in 1.4.
- 1.4 All cash gifts will be immediately received by the Texas A&M Foundation (“Foundation”) so long as such gifts meet the criteria established in System Policy 21.05. Note: TAMUHSC, TAMUG, TAMUQ and TAMU School of Law can deposit cash gifts locally but must notify the Foundation of the cash gift for formal receipting.
- 1.5 The Foundation’s Director of Gift Processing will ensure all non-cash gifts that require preliminary acceptance will not be receipted until the Foundation has a copy of the appropriate approval request form signed by all parties. See System Policy 21.05 for information regarding non-cash gifts.
- 1.6 The Foundation’s Director of Gift Processing will forward the approval request form and supporting documentation to Texas A&M University’s Associate Vice President for Finance and Controller, who will serve as the point of contact for obtaining all required signatures.
- 1.7 Texas A&M University’s Associate Vice President for Finance and Controller will follow-up with the System Office of Budgets and Accounting to ensure that the appropriate signatures are obtained by the reporting deadline.

2. SMALL CONTRIBUTIONS

Texas A&M University may accept contributions of \$249.99 or less, without regard to 1.4 above, as long as transactions are processed in accordance with SAP 21.05.01.M0.02. Contributors must be notified in advance and at the time of payment that their contribution is tax deductible but they will not receive a formal IRS tax receipt.

3. FOUNDATION NOTIFICATION

University departments are responsible for notifying the Foundation Director of Gift Processing of all cash and non-cash gifts, as well as gifts in the form of bequests or estate or trust gifts.

4. RECORDS RETENTION

- 4.1 Texas A&M University's Associate Vice President for Finance and Controller will retain a copy of the request form and forward the original, through the Texas A&M University Executive VP for Finance and Operations and CFO, to the President for signature. Upon approval by the President, the request form will be forwarded to the System Office of Budgets and Accounting for routing to: General Counsel, Executive Vice Chancellor and Chief Financial Officer, and (in the case of gifts over \$1,000,000) the Chancellor.
- 4.2 The System Office of Budgets and Accounting will retain the signed original approval request form as back up for the agenda item. Copies will be faxed or e-mailed to the Foundation's Director of Gift Processing, Texas A&M University's Associate Vice President for Finance and Controller, and Texas A&M's University Accounting Services: Gifts and Endowments.
- 4.3 For non-cash gifts, the Foundation Director of Gift Processing will also forward a copy of the signed approval request form and the supporting documentation to Texas A&M University FMO – Property Management so the new asset can be added to inventory.

Related Statutes, Policies, or Requirements

[System Policy 41.01](#)

[Supplements System Policy 21.05 and System Regulation 21.05.01](#)

Contact Office

Exec. Vice President for Finance and Operations and CFO
979-862-7777

Associate Vice President for Finance and Controller
979-845-5727

University Accounting Services: Gifts and Endowments
979-845-8106