



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 02.04, **Processing, Management, and Publicity of Gifts and Grants from Private Philanthropic Sources**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to outline the 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 TTUHSC El Paso Operating Policy and Procedure will be reviewed on April 1 of each even-numbered year (ENY) by the Vice President of TTUHSC El Paso Institutional Advancement (IA). Changes regarding financial procedures will be made with the concurrence of the Chief Financial Officer or designee.

### **POLICY/PROCEDURE:**

#### **1. General**

- a. TTUHSC El Paso 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. Cash, securities, or other gifts shall be deposited within three working days; however, funds of more than \$500 shall be deposited no later than the following business day. All deposits shall be made in accordance with HSCEP OPs 50.08 and 50.26.
- b. Gifts may be restricted as to use to a specific unit of TTUHSC El Paso or to the discretion of a particular member of the staff based on donor intent. However, such restricted gifts are acceptable only if they are applicable to existing programs and uses and with advance approval of the appropriate officer of the institution. Any such restrictions must be stated in writing by the donor.

#### **2. Development Fee**

Effective in December 2005, all development fees were eliminated. All estate gifts will be subject to a one-time 5% fee. In addition, each quarter, a 0.7% management fee will be assessed to endowment funds (based on the 12-quarter rolling average market value).

Any fee waiver requests must be made in writing to the Texas Tech University System (TTUS) Vice Chancellor for Institutional Advancement (VCIA).

#### **3. Receipts and Acknowledgment Letters**

The TTUS Office of Institutional Advancement shall be responsible for generating receipts to donors for gifts made to TTUHSC El Paso and the Texas Tech Foundation Inc. (TTFI). Gifts restricted to a given college, school, department, or program may be acknowledged in writing by the President and/or an appropriate dean, chair, or director.

#### **4. Publicity**

The TTUHSC El Paso Vice President of IA, in coordination with the faculty/staff contact

person, the donor, and the TTUHSC El Paso IA Communications and Marketing Associate Vice President, is responsible for coordinating all publicity related to gifts. In all cases, any special desires of the donor and good taste will prevail.

- a. Before any gift can be publicized, the faculty/staff contact person shall obtain the signature of the donor on a release form authorizing publicity of the gift.