



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. VIII

Gift Handling Guidelines

DIVISION OF UNIVERSITY ADVANCEMENT

Overview

All University Advancement (UA) employees have a fiduciary responsibility to the University to handle gifts properly. Procedures for the handling of gifts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All employees of the Division of University Advancement are responsible for complying with the procedures described below. Department heads are responsible for ensuring that proper safekeeping facilities are available and that proper safeguards are taken to protect gifts to the University.

This document establishes policies and procedures for safeguarding donor gifts in transit. For the purpose of this document, types of gifts include US currency, checks, electronic fund transfers, payroll deduction forms, credit card payment forms, pledge forms, and gift-in-kind forms.

Guidelines

- **All gifts should be delivered to the Division of University Advancement (Dowdy 400), as soon as possible after receipt. All gifts should be delivered to the Administrative Assistant at the front desk for the Advancement Office. If the Administrative Assistant is not available, gifts should be delivered to one of the following staff members, in order:**
 - **Gifts and Records Manager**
 - **AVC Advancement Operations**
 - **Gift Processors**

- Once delivered, the UA Admin Assistant will immediately log the gift into the daily checks spreadsheet and give to the Gifts and Records Manager to be recorded or placed in the safe in the Gifts and Records Manager's office.

Safe and Gift Storage Security

- The UA Advancement Safe is housed in the Gifts and Records Manager's Office. Individuals with knowledge of the combination and access to the safe are as follows:
 - AVC Advancement Operations
 - Gifts and Records Manager
 - Gift Processors
- Staff members should not share the combination with other staff members.
- The combination should be changed by the Gift and Records Manager in the following instances
 - Twice a year - at the end of the fiscal year and at the end of the calendar year.
 - If a staff member with safe access leaves employment in University Advancement.
 - Any other time deemed appropriate by management.
- **No gifts or gift documentation are to be left on unattended desks or offices. No gifts are to be locked in desks. If a staff member is working on something and must leave his or her area, those documents should be placed in the safe until he or she returns.**
- The GRM and AVC for Advancement Operations have keys to the GRM office which houses the safe and can allow entry as necessary.

Special considerations are outlined below.

Cash Gifts

- If cash gifts are anticipated, staff should see GRM to check out a lock bag or cash box.
- When accepting cash gifts, staff member should immediately document amount given and send an email to the Gifts and Records Manager and AVC for Advancement Operations noting the amount.
- Once delivered, staff member should deliver amount to reception area of University Advancement Office, where cash should be immediately counted and verified against the original amount reported.
- Cash is logged immediately on the gifts log, and hand delivered to the Gifts and Records Manager or the AVC for Advancement Operations.
- Cash is verified again, logged on the Advancement Operations cash log and placed in the cash safe.
- Cash receives top priority for gift processing and all entry and exit from the safe must be logged and verified until processing is complete.

Credit Card Gifts – Phone or Paper

- When accepting credit card gifts over the phone, it is best to enter those into the online gift site immediately. Confirm with the donor that they will receive a receipt in their email. No documentation is needed to be delivered to the gift processing team, as the gift will be processed according to online gift processing standards.
- If credit card information is written on a giving form, said form must be handled with security and delivered immediately to the gift processing team for proper handling and processing. Once processed, the numbers are redacted for security purposes.
- **Credit card information should never be emailed.**

Events and Board Meetings

- Designate and announce a point person to collect any gifts at the event/meeting. It is the point person's responsibility to protect the gifts until they are properly stored in a safe for recording by gift processing staff. If lots of gifts are anticipated, contact the Gifts and Records Manager ahead of time in order to make use of the lockable money bag available through Advancement Operations.
- Gift receiver (Development staff, event staff, etc.) will give gift(s) to point person.
- During business hours, point person will immediately deliver the gift(s) to the Advancement Office as specified above in section A. After hours, the point person will send an email to the Gift and Records Manager to inform them they are properly safeguarding the gift(s). Gift should be delivered to the Advancement Office as soon as possible during business hours.

Off-campus Donor Visits

- Gift receiver will send Gift and Records Manager an email with details of the gift and plan for delivery- Date of delivery, donor name, gift amount and designation.
- Receiver will safeguard the gift on their person.
- Receiver will deliver the gift to University Advancement as soon as possible during business hours, as outlined in Section A.

Alumni Relations Office

- Gifts accepted at the Alumni Event Center will be placed on the receipt log and secured in the Alumni Office.
- Donations will be delivered to the main Advancement Office the same day if received during business hours, and immediately the next day if received after business hours.

NOTE: No gifts are to be scanned and emailed or put in inner office mail or postal mail (this applies only to UA staff and all university staff – donors may mail checks through postal mail).