

OFFICE OF RECORD: Business Office  
ISSUED BY: Vice President for Business & Administrative Services  
APPROVED BY:  
EFFECTIVE DATE: 2/10/88 Revised 6/26/97

01-01-00  
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## ACCEPTANCE OF GIFTS

### **POLICY**

The Board of Regents requires all gifts donated with a value greater than \$1,000 to be reported to the Executive Director (BOR Policy Manual 5:8). In order to comply with the reporting requirements and to ensure the safety of assets contributed, it is the policy of DSU that all contributed gifts be handled according to the following procedures.

### **PROCEDURES**

1. When any notice of a gift to DSU is received by an office, the type of gift, donor, proposed use, dollar value, any associated costs, and any implied obligations will be reported to the Vice President for Business and Administrative Services.
2. It shall be the responsibility of the office initially receiving the gift to officially acknowledge the gift on behalf of the University after the President has approved acceptance of the gift.
3. All gifts that are accepted will be reported to the Executive Director of the Board of Regents by the Vice President for Business and Administrative Services. It will also be the responsibility of the Business Office to inventory all gifts of personal property with a unit value of \$200 or greater utilizing current inventory procedures.