

UC SANTA BARBARA POLICY AND PROCEDURE

Solicitation and Acceptance of Gifts

Contact: Development Office, Institutional Advancement

Revised: July 29, 2015

Supersedes: Policy 3010, Solicitation and Acceptance of Gifts, September 1, 1992

Pages: 4

SOLICITATION AND ACCEPTANCE OF GIFTS

I. DEFINITIONS

For the purposes of this policy:

A gift includes cash, pledges, bequests, and grants from private sources. The dollar amount of a gift shall be the amount of cash received; or, if in the form of a pledge, the full amount pledged; or shall be equivalent to the fair market value of securities or personal property.

II. AUTHORITY

Within the limitations noted in [Delegation of Authority \(DA\) 2011](#), and on behalf of The Regents, the UCSB Foundation, and UCSB Support Groups

- A. The chancellor may solicit and accept gifts with a value of up to and including \$5 million.
- B. The vice chancellor for Institutional Advancement and the associate vice chancellor for Development may solicit and accept gifts with a value of up to and including \$1 million.
- C. The UCSB Foundation chief financial officer may accept gifts with a value of up to and including \$100,000.
- D. The director, Advancement Services and the manager, Gifts Processing may accept gifts with a value of up to and including \$25,000.
- E. Letters of acknowledgment from persons other than those to whom acceptance authority has been delegated do not constitute legally recognized acceptance.

III. POLICY

- A. Gifts to The Regents shall be solicited, accepted, administered, documented, and reported in accordance with established University policies, guidelines, and procedures.
- B. Gifts to The Regents shall be accepted in the name of and become the property of The Regents of the University of California.
- C. Gifts to Campus Foundations shall be solicited, accepted, administered, documented, and reported in accordance with the Policy on Campus Foundations and the Administrative Guidelines for Campus Foundations.

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- D. Gifts to University Support Groups shall be solicited, accepted, administered, documented, and reported in accordance with the Policy on University Support Groups and the Administrative Guidelines for University Support Groups.
- E. Gifts to The Regents, Campus Foundations, and University Support Groups of \$1 million and more shall be reported quarterly to the president by the chancellor; this responsibility shall not be redelegated.
- F. Gift checks that are backdated to a previous calendar or fiscal year shall not to be accepted.

IV. PROCEDURES

A. Gifts

The Gift/Private Grant Acceptance Report (UDEV 100) is the University's official record that documents the acceptance of a gift by an authorized official.

1. Departments, within one week of the receipt of a gift, shall document the gift's receipt by completing and sending to Advancement Services/Gifts Processing a Gift/Private Grant Acceptance Report (UDEV 100). The report date is the date the gift physically arrived on campus, not the date, for example, on a check. Any acknowledgment on behalf of the department, along with all supporting gift documentation is to accompany the UDEV 100.
2. For awards of \$250 or more, from non-governmental entities that designate a specific principal investigator as the recipient, departments shall also document receipt of the award on a Gift/Private Grant Acceptance Report (UDEV 100) and send the form to Advancement Services/Gifts Processing along with a completed conflict of interest form (<https://ucsb.coi-smart.com>).
3. Gifts and awards in the form of cash and checks must be deposited at a campus cashiering station on the day it is received. The validated deposit form is to be submitted with the Gift/Private Grant Acceptance Report (UDEV 100).
4. Gifts to the University (or Community Support Groups) from University employees may be accepted if the purpose of the gift is to support bonafide University activities. However, because a gift to support an employee's own research, business travel, etc., may have potential for abuse, expenditures from these funds must be approved by the department chairperson or dean/provost to insure that the University's use of the gift support the gift's tax-deductibility.

B. Gifts-in-Kind

1. For tax purposes, to affect a legal transfer of a gift-in-kind, the property must be placed under the control of or in the physical possession of a duly authorized representative of the University (other than the donor).
2. Special care must be taken to ensure that acceptance of a gift-in-kind will not involve a financial commitment in excess of appropriations or create other obligations that are disproportionate to the usefulness of the gift. The cost of

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maintenance, cataloging, crating, delivery, insurance, or display, as well as space requirements for exhibition or storage shall be considered prior to the acceptance of a gift-in-kind. UCSB [Library Acquisitions Policy](#) and UCSB [Acquisition of Art and Antiquities Policy](#) also govern the acquisition of library gifts and art and antiquities.

3. University units that will be given custodial responsibility for gifts-in-kind shall be consulted prior to the gift's acceptance.
4. If acceptance of a gift-in-kind will create a campus financial commitment, the Budget Office shall be consulted prior to accepting the gift-in-kind.
5. Prior to accepting donations of gifts such as trees, shrubs, or other objects for the campus, consultation shall include the Development Office and appropriate university units and committees, such as Facilities Management and the Campus Planning Committee or its designee.
6. The donor is responsible for securing an appraisal from a qualified independent appraiser, to obtain appropriate income tax credit. When no appraisal is provided, for internal administrative purposes only, a designated university staff member may estimate a gift's market value for the purposes of establishing inventory control, custody, and insurance.

C. Deferred Gift Agreements

Deferred gift agreements shall not be accepted on behalf of the campus unless first approved by the (1) vice chancellor for Institutional Advancement, (2) associate vice chancellor for Development, and (3) chief financial officer of the UCSB Foundation, if the UCSB Foundation will act as trustee or investment manager.

D. Fund-raising Campaigns

UC Fundraising Policy and UCSB Fund-raising Policy govern fundraising events/campaigns, on behalf of the University.

E. Gifts and Naming University Properties, Programs and Facilities

[UC Naming Policy](#) and [UCSB Naming Guidelines](#) govern the naming of University properties, programs and facilities.

V. RELATED POLICIES AND DELEGATIONS

University of California, Santa Barbara

[Acceptance or Offering Gifts by University Employees, Policy 3015](#)

[Acceptance of Private Funds for Research](#)

[Acquisition of Art and Antiquities](#)

[Library Acquisitions](#)

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[Support Groups](#)

University of California

[Development Policy Manual](#)

[List of Development and Fundraising Policies and Delegations](#)

[Delegation of Authority to Allocate and Reallocate Gifts, DA 2169](#)

[Delegation of Authority to Approve and Conduct Fundraising Campaigns, DA 2018](#)

[Delegation of Authority to Solicit and Accept Gifts, DA 2011](#)

VI. Forms

[Conflict of Interest Form](#)