



Gift Receipts & Acknowledgements Policy

Responsible Official: Vice President for University Advancement	Responsible Office: University Advancement
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Policy Purpose

This policy is established to document the process and timeline for official tax receipting and additional gift acknowledgements from ETSU staff.

Policy Statement

Stewardship (of which receipting and acknowledging are parts) recognizes donors to the institution, helping ensure satisfaction of current donors and helping to motivate new ones.

Definitions

1. Receipt – document for tax deduction purposes which includes all government required information.
2. Acknowledgement – document for stewardship purposes. A thank you to the donor which usually does not include the dollar amount given.

History

Effective Date: 8/22/2016

Revision Date: 7/24/2017

Revision Date: 8/27/2019

Revision Notes: This revision clarifies how we provide receipts and acknowledgements for gifts made via our online giving channels.

Procedure (s)

Attachments: None.

Process/Procedures:

- a. All tax deductible gifts will receive a tax receipt from the office of University Advancement to the extent the institution is able to identify a legal donor. Electronic receipts are sent by automatic process following completion of any gift made via official Advancement online

giving channel. Hard-copy receipts for gifts received other than through online giving are generally prepared by Advancement Services within 24 hours of posting with the following exceptions:

- 1) Payroll deduction gifts, recurring credit card gifts, and electronic fund transfer gifts are received yearly in January for the prior year. A letter is sent to the donor following his/her first gift via one of these methods thanking him/her for initiating recurring gifts and notifying the donor to expect a yearly cumulative receipt.
 - 2) Gifts to unknown designations and/or with other questions regarding use, potential benefits, etc. These funds will be received as soon as the necessary information is obtained.
- b. In-kind gifts and gifts of stock are received by Advancement Services with a descriptive receipt according to IRS specifications. Any values recorded in the Advancement database are for internal purposes only.
 - c. No official tax receipt is to be issued by any area other than University Advancement.
 - d. Non-gift (payment) receipts will be sent from Advancement only in cases where there is a gift portion included in the transaction.
 - e. Gift receipts of \$250 and above are personalized by the VP of Advancement via personal signature and special notes as appropriate.
 - f. For gifts of \$1500 and above, a separate acknowledgement letter is prepared by Advancement Services for the President's signature.
 - g. Donors who successfully obtain a match from their corporate matching gift company receive an individual acknowledgement from the Vice President for Advancement, prepared by Advancement Services.
 - h. Annual donors may also be thanked with notecards signed by students, thank-a-thon phone calls, emailed video messages, and/or *de minimis* promo items.
 - i. Additional acknowledgements are expected to be prepared by college deans, development officers, and departments according to their own guidelines.

Related Form(s)

N/A

Scope and Applicability

	Governance	
	Academic	
	Students	
	Employment	
	Information Technology	
	Health and Safety	
	Business and Finance	
	Operations and Facilities	
	Communications & Marketing	
X	Advancement	