Operating Policy and Procedure

SON OP: 10.000 Acknowledgement of Donations

PURPOSE: Each donation to the TTUHSC School of Nursing (SON) is acknowledged by a letter. A gift from a donor represents an interest in the school.

REVIEW: All policies in the Administrative Handbook shall be reviewed by the Coordinating Council by September 1 of odd numbered years. Final approval of the Administrative Handbook is by the Dean.

POLICY/PROCEDURE

1.1 INTERNAL PROCEDURE

Donations to the School of Nursing (SON) may be received directly by the Office of Development or the school. Following is the procedure to use for donations received by the school:

1. Donations are handled by the Assistant Dean for Finance and Administration.
2. Gift acknowledgment letters to the donor are generated by the Assistant Dean for Finance and Administration and signed by the Dean. If the gift is a memorial, a letter is also sent to the appropriate persons informing them of the donor’s gift.
3. Donor check is deposited with Bursar using DDIS form (Department Deposit Information Sheet). The Bursar’s office initials a copy of the DDIS for School to send with Gift Transmittal Form.
4. Gift Transmittal Form completed.
5. Gift Transmittal Form and required documentation are then sent to the HSC Office of Development. Required documentation includes: Gift Transmittal form, copy of DDIS form with Bursar’s initials, copy of donor check(s), and copies of any correspondence or documentation that accompanied the contribution, and copies of acknowledgment letters.