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: This section of the handbook shall be reviewed by Coordinating Council by September 1st of odd numbered years. Final approval of the Administrative Handbook is by the Dean.

POLICY/PROCEDURE

1.1 INTERNAL PROCEDURE

All monetary donations should be sent to TTUHSC Office of Development. The TTUHSC Office of Development will deposit donations into the appropriate School of Nursing fund and send an acknowledgment letter to the donor. Any monetary donations sent to the SON Assistant Dean for Finance and Administration will be forwarded to the TTUHSC Office of Development.