Cheyney University Policy IA -2010-2000  
Policy on Gift Processing

Approved by: University Relations Council/ President’s Cabinet

History: 
Issued -- 2004  
Revised -- 2010  

Related Policies: n/a

Additional References: n/a

Purpose
All gifts to the university will be processed through the Office of Institutional Advancement to ensure that all gifts are recorded in a timely and appropriate manner.

Scope
This policy applies to the entire Cheyney University community (faculty, staff and students) and its affiliates i.e. the National Alumni Association and the C Club.

Objective
The Office of Institutional Advancement has the responsibility of insuring Cheyney University adheres to non-profit laws and practices, upholds the rights of donors and is a good steward of all gifts intended to support the work (general operation, scholarship, capital, research, equipment, supplies and service and etc.) of CU.

Responsibilities and Procedures
All gifts (in-kind and monetary) to the university from all sources are to be processed by the Office for Institutional Advancement. All letters and other forms of documentation related to the gifts are to be forwarded to the Office for Institutional Advancement. All donations and grants are stamped, processed and recorded the day that they are received by the Office for Institutional Advancement.

A transmittal report is created and funds are designated to a specific account per the donor’s wishes. If the donor does not designate a restriction, funds are to be applied to the General Operating account.

Cheyney University Policy
1. Thank you letters are processed and delivered to the President or the Vice President for Institutional Advancement for signature within one week of receiving a gift. Upon their return, the letters are mailed immediately.

2. The original transmittal report, fund designation and the checks are given to the Comptroller the same day that donation or grant award check is processed.

3. Only the Management Technician/Prospect Researcher and the Director of Alumni are allowed to update donor records.

4. Weekly updates on gifts are provided to the Vice President for Institutional Advancement.

5. Transmittals are filed in the transmittal folder. Donor pledge/donation forms, fund designation and thank you letters are filed in donors’ files.

Types of gifts addressed by this policy:

1. Outright cash, checks, money orders, payroll deduction
2. Charge and debit card gifts
3. Securities/Stock/IRA
4. Planned Gifts
5. Bequests
6. Gifts-in-kind and contributed service
7. Matching Gifts
8. Insurance
9. Real Estate
10. Personal Property