

Cover Letter



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Gift Accounting

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Gift Transmittals

ROUTING GIFTS

University departments route all gifts from private sources to the Gift Accounting division of the WSU Foundation for acceptance, deposit, receipting, and acknowledgment. If the responsible college or area has a development office, the department submits all gifts to the development office. The development office then routes gifts to Gift Accounting. Gift Accounting processes monetary gifts and noncash gifts (tangible items, e.g., equipment). Each gift category is processed on a different form. See [below](#) for procedures and forms for submitting monetary or noncash gifts. The department or the development office must route the applicable forms with the gifts to Gift Accounting.

Exception (Planned Gifts)

Planned gifts (e.g., estates) may be cash or noncash. For planned giving, contact the Gift Planning division of the WSU Foundation.

GIFTS DEFINED



Gifts have all of the following characteristics:

- The contribution is from a private individual or a non-governmental source and there are no contractual terms and/or conditions.
- The donor specifies that the contribution is to be a charitable gift.
- The donor places reasonable conditions or stipulations on the intended use of the gift. The conditions or stipulations must direct the funds to areas such as scholarships, capital improvements, the University's endowment fund, or general research of specific interest to the donor, etc.
- The donor intends the gift to be irrevocable and, therefore, relinquishes the right to reclaim the gift or any unused remainder.
- The donor makes the donation to the University without the expectation of direct economic benefit or other tangible benefit commensurate with the worth of the gift. Indirect benefits are not sufficient to negate the gift. Indirect benefits include tax advantages, business or personal goodwill derived from close association with the University, and miscellaneous benefits derived from the donor club status.

Not Included as Gifts

Gifts to the University do not include sponsored project solicitations. To determine whether or not a contribution is considered a sponsored project solicitation or a gift solicitation, contact Gift Accounting for information. If a contribution is determined not to be a gift, submit it to the Office of Grant and Research Development (OGRD) for review, approval, and processing.

Types of Gifts

The term, "gift," may apply to any of the following:



- Cash (currency, coin, checks, money orders, credit card transactions, electronic funds transfers, etc.)
- Securities (stocks, bonds, etc.)
- Tangible noncash gifts (books, equipment, art treasures, coin collections, etc.)
- Real property (homes, farms, etc.)
- Mineral rights (oil wells, etc.)
- Deferred arrangements (life income, contracts, unitrusts, etc.)
- Wills, bequests and devises.

QUESTIONS

Address questions regarding acceptance and management of gifts to the college development officer, Gift Accounting, or the WSU Foundation.

TRANSMITTING GIFTS

Departments or development offices must complete and attach an appropriate gift transmittal form with each gift transmitted to Gift Accounting. NOTE: There are separate forms for cash and noncash gifts. See [below](#). See [below](#) for form instructions and [below](#) for routing instructions.

Cash and Checks

Donors should be encouraged to make checks payable to the WSU Foundation. If a check is made payable to the University, a department, or college, the check must be endorsed by the recipient office before it is transmitted to Gift Accounting. Departments or development offices are responsible for transmitting donated cash and checks to Gift Accounting within **24 hours**



of receipt. Gift Accounting is located at the Town Centre Building, Suite 201, in downtown Pullman. WSU Pullman departments or development offices must **hand-carry** all deposits to Gift Accounting or to one of the following Gift Accounting daily courier drop-off sites:

- Northwest Public Radio and Television Murrow 382-H
- Presidentâ€™s Office French Administration 422
- Athletics Development Office Bohler Gym 140-A

Non-Pullman departments or development offices must **hand-carry** all deposits to Gift Accounting in Pullman or to one of the courier pickup locations at the WSU Spokane, WSU Tri-Cities, WSU Vancouver, or ICN Spokane campuses. See [80.18](#) for a list of courier pickup locations.

Courier Service Process

To ensure proper accountability, departments or development offices dropping off deposits to any of the courier services locations, including those at the regional campuses, **must** follow the procedures below.

Envelope and Insert

Place donated checks, cash, and accompanying gift transmittal forms **with** a completed Courier Service Insert slip into an envelope and **seal** the envelope. The envelope may include multiple gifts. Enter the total of all gifts in the envelope in **Overall Total Enclosed** on the Courier Service Insert. Print the form master on [30.70.18](#) to obtain copies of the Courier Service Insert slips. See the PDF version of page [30.70.3](#) for an example of the Courier Service Insert slip.

Drop-Off Site

Upon arrival at one of the courier drop-off sites, the department representative enters the following information on the log sheet:



- His or her name,
- Signature, and
- Date and time the deposit envelope is dropped off.

Print the form master on [30.70.19](#) to obtain log sheet. See the PDF version of page [30.70.4](#) for an example of the drop-off site log sheet. The drop-off site representative gives a signed receipt to the department representative acknowledging the acceptance of the deposit envelope. (See the PDF version of page [30.70.4](#) for an example of the drop-off receipt.) The receipt verifies the following information:

- Drop-off site representative name,
- Drop-off site representative telephone,
- Date of drop-off, and
- Courier site location.

The department retains the signed drop-off receipt with the department's gift transmittal and courier service insert copies. Print the form master on [30.70.20](#) to obtain copies of the Drop-Off Receipts.

Courier Pickup

Upon arrival, the courier completes the bottom of the log sheet with his or her name, signature, and the date and time the deposits are picked up. The courier brings the log sheet and the sealed gift envelopes directly to Gift Accounting for processing.

Records Retention

Retain a copy of the courier process documentation with the department's gift transmittal copies. See [below](#).

Electronic Funds Transfer

Donors may arrange to send gifts by authorizing an electronic funds transfer directly from the donor's bank to the WSU Foundation. Donors complete a Gift

Electronic Funds Transfer Authorization form and submit it to the WSU Foundation to authorize electronic payment. Obtain copies of the form by completing and/or printing the PDF master form on [30.70.17](#).

Payroll Deduction

A University employee may submit a Gift Payroll Deduction to Gift Accounting to authorize a one-time or ongoing gift. Complete and/or print the PDF master on [30.70.16](#) to obtain copies of the form.

Noncash Gifts

Contact the college development officer or Gift Accounting for further information concerning acceptance and transmittal of noncash gifts. Noncash gifts are defined as donated items of personal property which may either further the mission of the University or may be converted to cash. The most common forms of noncash gifts include, but are not limited to, works of art, books, equipment, software, furniture, and real estate.

GIFT TRANSMITTAL AND ACKNOWLEDGMENT FORMS

Departments are to complete and submit the appropriate gift transmittal form based on the category of the gift being donated:

Monetary Gifts

For monetary gifts, departments are to submit a completed Gift Transmittal and Acknowledgement form. Complete and/or print the PDF master form on [30.70.10](#) as needed. See [below](#) for instructions. NOTE: To process cash **gifts**, departments use the Gift Transmittal and Acknowledgment form and procedures. For cash deposits which are not gifts, see [30.53](#).

Multiple Gifts



To process multiple monetary gifts accepted at golf tournaments or auctions, departments may complete and submit the Golf Tournament Gift Transmittal on [30.70.12](#) or the Auction Bid Gift Transmittal on [30.70.13](#).

Noncash Gifts

For noncash gifts, departments are to submit a completed Noncash Gift Transmittal and Acknowledgement form. Complete and/or print the PDF master form on [30.70.11](#) as needed. See [below](#) for instructions.

Multiple Gifts

To process multiple noncash gifts accepted at auctions or other fundraising events, departments may complete and submit the Auction Item Gift Transmittal on [30.70.14](#) or the Noncash Multiple Gift Transmittal on [30.70.15](#).

Planned Giving

For planned giving (e.g., estates, trusts), departments are to work directly with the Gift Planning division of the WSU Foundation.

Questions

Address questions about the gift transmittal and acknowledgment forms to the college development office or Gift Accounting.

Gift Transmittal Completion Instructions

Follow the guidelines below for completing the Gift Transmittal and Acknowledgment form on [30.70.10](#). Self-explanatory sections are not described.

Donor ID Number

Enter the WSU-assigned donor identification number if it is available.

Donor Name



Enter the donor's full name, including middle name or initial. When more than one person is listed on the check, enter the name of the person signing the check (primary donor).

Spouse Name

If the name of a spouse of the primary donor is shown on the check, enter the name. The spouse's name is used for the joint salutation.

Company Name

Enter the company's full name **only** if the gift is from a company.

Acknowledgment Person/Title

Enter the name of the individual who is to be acknowledged for the gift. This person does **not** receive gift credit for the donation. Enter the title of the contact person. This entry is important for gift entry and acknowledgment.

Zip Code

Enter the five-digit USPS zip code. Enter a plus-four zip code if it is available.

Associated Credit Name

If the gift is from a company, enter the name of an individual having a bona fide affiliation with the company (e.g., owner, CEO, or person with some control over company funds). If the associated individual does not have a bonafide affiliation, enter her or his name under **Acknowledgement Person/Title**.

Associated Credit Title/Affiliation to Company

Enter the title of the individual named under **Associated Credit Title/Affiliation to Company**.

Account

Enter the budget and project number(s) of the recipient gift account(s).

Account Not Established

If an account has not yet been established to receive the gift, enter "new" in the



account field. Follow the procedures in [30.75](#) for establishing gift accounts.

Gift Amount

Enter the donation amount next to the designated recipient account.

Solicitation Type

Indicate the type of solicitation that resulted in the gift.

Transaction Type

Indicate the type of donation transaction; e.g., gift, pledge payment.

Payment Type

Indicate the payment method used for the gift.

Appeal Code

Enter the appeal code assigned by Gift Accounting.

Anonymous

Check this box if the gift is given anonymously. Note in **Special Instructions for Cash Gifts** any details regarding the level of anonymity.

In Memory/Honor Of

If applicable, check the appropriate box and provide the name of the person in whose memory or honor the gift is given.

Bankcard Information

If a bankcard is used for the gift, enter all requested information.

Special Instructions for Cash Gifts

Enter any special instructions.

Noncash Gift Transmittal Completion Instructions

Follow the guidelines below for completing the Noncash Gift Transmittal and Acknowledgment form on [30.70.11](#). Self-explanatory sections are not described.



Paperwork Check-Off List

Check off each item as completed for submittal with the noncash gift.

All Noncash Gifts

Submit the following with **all** noncash gifts:

- Noncash Gift Transmittal and Acknowledgment
- Donor correspondence mentioning gift
- Itemized price list or receipts
- Packing slip or proof gift was received (e.g., photocopy of item)

Gifts Valued at \$5,000 or Above

Also submit the following with gifts valued at \$5,000 or above:

- Third party (i.e., independent of WSU) appraisal with appraiser qualifications.
- If specialized (e.g., only manufactured by the donating company), attach a published pricelist from the website, publication, or magazine showing the price of each item.

Gifts Valued at \$100,000 or Above

With gifts valued at \$100,000 or above, **also** submit a completed Noncash Agreement form. Contact Gift Accounting to obtain a copy of this form.

Donor ID Number

Enter the WSU-assigned donor identification number if it is available.

Donor Name



Enter the donor's full name, including middle name or initial.

Spouse Name

Enter the spouse's name, which is used for the joint salutation.

Company Name

Enter the company's full name **only** if the gift is from a company.

Acknowledgment Person/Title

Enter the name of the individual who is to be acknowledged for the gift. This person does **not** receive gift credit for the donation. Enter the title of the contact person. This entry is important for gift entry and acknowledgment.

Zip Code

Enter the five-digit USPS zip code. Enter a plus-four zip code if it is available.

Associated Credit Name

If the gift is from a company, enter the name of an individual having a bona fide affiliation with the company (e.g., owner, CEO, or person with some control over company funds). If the associated individual does not have a bonafide affiliation, enter her or his name under **Acknowledgement Person/Title**.

Associated Credit Title/Affiliation to Company

Enter the title of the individual named under **Associated Credit Title/Affiliation to Company**.

Account

Enter the budget and project number(s) of the recipient gift account(s).

Gift Value

Enter the value of the donation next to the designated recipient account.

Date of Gift



Enter the date WSU actually received the gift.

New or Used

Indicate whether the donated product is new or used. If the donated product is used, indicate whether the value given is the cost of an equivalent new or used product.

Solicitation Type

Indicate the type of solicitation that resulted in the gift.

Purpose

Indicate the purpose, or nature, of the gift: software or equipment.

Software

If the gift is software, the department must attach a copy of the package with the product numbers and the number of copies received to the gift transmittal form.

Software License

If the gift is a software license, the department must attach a copy of the license agreement to the gift transmittal form.

Educational Discount

Check the appropriate box and if applicable, provide the amount of the educational discount the vendor provides for an equivalent new product.

Anonymous

Indicate whether or not the gift is given anonymously. Note in **Additional Information** any details regarding the level of anonymity.

Brief Description of Items

Provide a brief description of the donated items for donor acknowledgement



and receipt purposes.

Acknowledgment Instructions

Provide any additional information concerning gifts of \$1,000 or more to assist WSU Foundation Donor Relations with writing gift acknowledgement letters to the donors.

Routing (All Gift Transmittals)

Send the original to Gift Accounting and retain a copy in departmental files.

Records Retention

Retain records of the entire gift transmittal process, including courier service, in accordance with University records retention rules. See [90.01](#).

Donor's Correspondence

Send pertinent donor's correspondence to Gift Accounting with the Gift Transmittal and Acknowledgment and the gift. This includes any correspondence which states how the gift is to be used.

See the PDF forms: [30.70.10](#): Gift Transmittal and Acknowledgment [30.70.11](#): Noncash Gift Transmittal and Acknowledgment [30.70.12](#): Golf Tournament Gift Transmittal [30.70.13](#): Auction Bid Gift Transmittal [30.70.14](#): Auction Item Gift Transmittal [30.70.15](#): Noncash Multiple Gift Transmittal [30.70.16](#): Gift Payroll Deduction [30.70.17](#): Gift Electronic Funds Transfer Authorization [30.70.18](#): Courier Service Inserts [30.70.19](#): Gift Accounting Log Sheet [30.70.20](#): Drop-Off Receipts Complete and/or print as needed.

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appendix

