**Monetary Donations Process**

The department receiving the monetary donation:

1. Completes the [Donation Routing-Deposit Form](https://adminservices.uwosh.edu/wp-content/uploads/2017/12/Modified-Donation-Routing-Deposit-Form.xlsx).
2. If a Fund 233 account is needed, works with Budget Planner to determine account number and completes a [DAR form](https://adminservices.uwosh.edu/financial-services/forms/).
3. Prints and sign the [Donation Routing-Deposit Form](https://adminservices.uwosh.edu/wp-content/uploads/2017/12/Modified-Donation-Routing-Deposit-Form.xlsx).
4. Prepare the [Donor Acknowledgement Letter](https://uwosh.edu/finance-administration/wp-content/uploads/sites/74/2018/09/Gift-Letter-9-2018-3.docx) without signature.
5. Prepare the Department/College Thank You Letter.
6. Submits the check, two copies of the signed [Donation Routing-Deposit Form](https://adminservices.uwosh.edu/wp-content/uploads/2017/12/Modified-Donation-Routing-Deposit-Form.xlsx), the [Donor Acknowledgement letter](https://uwosh.edu/finance-administration/wp-content/uploads/sites/74/2018/09/Gift-Letter-9-2018-3.docx), the Department/College Thank You letter, and the check to the college dean or vice chancellor.

The college dean or vice chancellor reviews the [Donation Routing-Deposit Form](https://adminservices.uwosh.edu/wp-content/uploads/2017/12/Modified-Donation-Routing-Deposit-Form.xlsx).

1. Is the form complete?
2. If no, return the form to the department for completion.
3. If yes, review the monetary donation criteria.
4. Are all the monetary donation criteria met?
5. If no, contact the department for clarification of the monetary donation. If the department’s clarification does not meet monetary donation criteria, reject the donation and return the Donation Routing-Deposit Form, the Donor Acknowledgement Letter, and the check to the department.
6. Department works with the Office of Sponsored Programs and Faculty Development to determine if the donation meets criteria for a contract account (Fund 133).
7. If yes, sign both copies of the [Donation Routing-Deposit Form](https://adminservices.uwosh.edu/wp-content/uploads/2017/12/Modified-Donation-Routing-Deposit-Form.xlsx) and forward them, along with the letter(s), and the check to the controller.

The controller receives the [Donation Routing-Deposit Form](https://adminservices.uwosh.edu/wp-content/uploads/2017/12/Modified-Donation-Routing-Deposit-Form.xlsx), the letter(s), and the check.

1. Reviews all the paperwork to verify donation criteria, correct account number, completion of forms and proper signature.
2. Gives the entire packet, including two signed copies of the [Donation Routing-Deposit Form](https://adminservices.uwosh.edu/wp-content/uploads/2017/12/Modified-Donation-Routing-Deposit-Form.xlsx), the [Acknowledgement](https://uwosh.edu/finance-administration/wp-content/uploads/sites/74/2018/09/Gift-Letter-9-2018-3.docx) and Thank You Letter, and the check to the cashier for depositing.

The cashier receives the packet of paperwork from the controller.

1. Deposits the check.
2. Validates both copies of [Donation Routing-Deposit Form](https://adminservices.uwosh.edu/wp-content/uploads/2017/12/Modified-Donation-Routing-Deposit-Form.xlsx) with receipt information.
3. Retains one copy of validated [Donation Routing-Deposit Form](https://adminservices.uwosh.edu/wp-content/uploads/2017/12/Modified-Donation-Routing-Deposit-Form.xlsx) for cashier records.
4. Gives second copy of validated [Donation Routing-Deposit Form](https://adminservices.uwosh.edu/wp-content/uploads/2017/12/Modified-Donation-Routing-Deposit-Form.xlsx) and the letter(s) to the Office of Finance and Administration Executive Assistant.

Office of Finance and Administration Executive Assistant

* 1. Obtains Vice Chancellor of the Office of Finance and Administration signature on [Donor Acknowledgement Letter.](https://uwosh.edu/finance-administration/wp-content/uploads/sites/74/2018/09/Gift-Letter-9-2018-3.docx)
  2. Scans letter(s) and receipt.
  3. Mails signed [Donor Acknowledgement Letter](https://uwosh.edu/finance-administration/wp-content/uploads/sites/74/2018/09/Gift-Letter-9-2018-3.docx) and Department/College Thank You Letter to donor.
  4. Scans electronic copies of [Donation Routing-Deposit Form](https://adminservices.uwosh.edu/wp-content/uploads/2017/12/Modified-Donation-Routing-Deposit-Form.xlsx) and Letter(s) into Shared Front Desk folder. Electronic copies are then sent to appropriate department and Vice Chancellor to verify the process is successfully completed. Student worker(s) print the copies into ImageNow and route to the Office of Sponsored Programs and Faculty Development for reporting to the UW System Board of Regents.

**Monetary Donation Criteria**

To qualify as a gift to the institution, it must meet all of the following criteria. Any gift that does not meet all five criteria will be classified as a grant or contract subject to the assessment of indirect costs.

1. Funds provide general, unrestricted support for broadly defined activities in one or more program areas, such as research, public service, instruction, fellowships/traineeships, etc.;
2. Detailed reports are not required–neither periodic or final, nor fiscal or technical. (The principal investigator may provide the donor with a brief statement that the expenditures were in accord with the intent of the gift);
3. No provisions (delays, advance notice) are imposed by the donor concerning publication of data and information derived from the activity;
4. There is no specific time limit on the expenditure of funds; and,
5. Rights to any patent/copyright are not retained by the donor.

**From UW System Board of Regents Policy Document 22-3, “Acceptance of Gifts, Grants and Bequests”**

“As a matter of policy, the Board directs the System and institutions not to accept future gifts, grants, bequests, or devises that include restrictions requiring differentiation on the basis of religion or creed, unless those restrictions are removed by consent of the donors, if living, or by appropriate legal processes, initiated by the legal representatives of deceased donors.”

**From UW System Board of Regents Policy Document 31-15, “Large Unendowed Bequests or Gifts”**

“All new bequests/gifts of $1,000,000 or more where the donor is silent as to the expenditure of principal shall be identified as designated endowments, with only the income from the trust available for expenditure in accordance with the terms of the trust agreement.”