

**San Francisco State University  
Receipt, Acceptance, and Administration of Gifts  
University Executive Directive #UED 95-19  
Revised February 15, 2021**

This directive provides policies and guidelines for the receipt, acceptance, acknowledgement, recording, administration, investment and reporting of gifts received by the University or any of its auxiliary organizations.

**A. Receipt, Acceptance and Acknowledgment of Gifts**

1. All cash and non-cash gifts are to be received, accepted and acknowledged by the University Advancement division on behalf of the University or any of its auxiliary organizations. Once received, it is the policy of the University that such gifts shall be administered and managed by either The University Corporation, San Francisco State (“UCorp”), the San Francisco State University Foundation (“Foundation”) or Associated Students of San Francisco State University (“Associated Students”) except in those special cases where the donor, for clearly specified reasons, requests that the gift be administered and managed by the University. In approaching donors, the Office of University Development is obligated to inform them about this arrangement.
2. It is the policy of University Advancement that all gifts valued at \$1,000 or more shall require a Gift Acceptance Form (GAF) signed by an authorized individual.
3. Individuals authorized to accept gifts on behalf of University Advancement are, as follows:
  - a. Directors of Development may accept gifts between \$1,000 and \$4,999.
  - b. Directors of Planned Giving may accept planned gifts of any amounts.
  - c. All gifts valued at \$5,000 or more must be accepted by either the Vice President for University Advancement or the Associate Vice President of Development. This includes all gifts of securities, cryptocurrency, gifts to auxiliaries, planned gifts and gifts in kind.
  - d. The Associate Vice President for Advancement Operations may accept all gifts valued at \$5,000 or more in the absence of the Vice President for University Advancement and the Associate Vice President of Development.
4. The batch proof report from the Advance database shall be used in lieu of a GAF to fulfill gift documentation requirements for donations under \$1,000 that are received and processed daily.
5. It is against University policy for any employee to deposit any gifts intended for the University in off-campus accounts. Such action is considered a misappropriation of University resources, if the intent of the donor was to support the University or any of its activities, and may be subject to disciplinary and/or legal action.
6. Internal Revenue Service (IRS) regulations require the university to issue a written acknowledgement to every donor who makes a gift valued at \$250 or more. The Gift Processing office in University Advancement will provide donors a gift acknowledgement that is prepared in accordance with applicable IRS regulations. No

other university department/unit should issue a gift acknowledgement for a donor's tax purposes.

**B. Recording, Administration, Investment and Reporting of Gifts**

1. All gifts, including non-cash gifts, must be recorded with UCorp, the Foundation, Associated Students or the business office of the University, as appropriate.
2. Gifts administered by UCorp, the Foundation, Associated Students or the University shall be invested in an appropriate manner consistent with donor's intent and applicable investment policies.
3. For all gifts, UCorp, the Foundation, Associated Students or the University are responsible for preparing all appropriate reports as required by rules, regulations, law and donor's gift document.
4. The donor is entirely responsible for any taxes and is expected to obtain necessary professional assistance.

**C. Externally Managed Gifts**

Donors may elect to create irrevocable funds designated for San Francisco State University and have an outside financial advisor manage the fund. In order for these funds to be considered an asset of the University, written evidence of the fund and its irrevocable nature must be provided to the University by the donor or the donor's authorized representative.

DocuSigned by:  
*Lynn Mahoney*

Approved by: \_\_\_\_\_

Lynn Mahoney, Ph.D.  
President

Date: \_\_\_\_\_

## Certificate Of Completion

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Certificate Pages: 2	Initials: 0
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Envelopeld Stamping: Enabled	Venesia Thompson
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1600 Holloway Ave
	Administration 17A
	San Francisco, CA 94132
	venesia@sfsu.edu
	IP Address: 73.189.86.132

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Lynn Mahoney  
lynnmahoney@sfsu.edu  
President  
San Francisco State University  
Security Level: Email, Account Authentication (Optional)

## Signature

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## Timestamp

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Venesia Thompson  
venesia@sfsu.edu  
Associate Vice President, Operations  
San Francisco State University  
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Mary Lee  
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leshia@sfsu.edu  
Deputy Chief of Staff  
San Francisco State University  
Signing Group: Office of the President  
Security Level: Email, Account Authentication (Optional)

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<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Completed	Security Checked	2/11/2021 1:57:04 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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