



EAST TENNESSEE STATE  
UNIVERSITY

### Gift Receipts & Acknowledgements Policy

Responsible Official: Vice President for  
University Advancement

Responsible Office: University Advancement

#### Policy Purpose

This policy is established to document the process and timeline for official tax receipting and additional gift acknowledgements from ETSU staff.

#### Policy Statement

Stewardship (of which receipting and acknowledging are parts) recognizes donors to the institution, helping ensure satisfaction of current donors and helping to motivate new ones.

#### Definitions

1. Receipt – document for tax deduction purposes which includes all government required information.
2. Acknowledgement – document for stewardship purposes. A thank you to the donor which usually does not include the dollar amount given.

#### History

Effective Date: 8/22/2016

Revision Date: 7/24/2017

Revision Date: 8/27/2019

Revision Notes: This revision clarifies how we provide receipts and acknowledgements for gifts made via our online giving channels.

#### Procedure (s)

**Attachments:** None.

#### **Process/Procedures:**

- a. All tax deductible gifts will receive a tax receipt from the office of University Advancement to the extent the institution is able to identify a legal donor. Electronic receipts are sent by automatic process following completion of any gift made via official Advancement online

giving channel. Hard-copy receipts for gifts received other than through online giving are generally prepared by Advancement Services within 24 hours of posting with the following exceptions:

- 1) Payroll deduction gifts, recurring credit card gifts, and electronic fund transfer gifts are receipted yearly in January for the prior year. A letter is sent to the donor following his/her first gift via one of these methods thanking him/her for initiating recurring gifts and notifying the donor to expect a yearly cumulative receipt.
- 2) Gifts to unknown designations and/or with other questions regarding use, potential benefits, etc. These funds will be receipted as soon as the necessary information is obtained.
- b. In-kind gifts and gifts of stock are receipted by Advancement Services with a descriptive receipt according to IRS specifications. Any values recorded in the Advancement database are for internal purposes only.
- c. No official tax receipt is to be issued by any area other than University Advancement.
- d. Non-gift (payment) receipts will be sent from Advancement only in cases where there is a gift portion included in the transaction.
- e. Gift receipts of \$250 and above are personalized by the VP of Advancement via personal signature and special notes as appropriate.
- f. For gifts of \$1500 and above, a separate acknowledgement letter is prepared by Advancement Services for the President's signature.
- g. Donors who successfully obtain a match from their corporate matching gift company receive an individual acknowledgement from the Director of Annual Giving, prepared by Advancement Services.
- h. Annual donors may also be thanked with notecards signed by students, thank-a-thon phone calls, emailed video messages, and/or *de minimis* promo items.
- i. Additional acknowledgements are expected to be prepared by college deans, development officers, and departments according to their own guidelines.

#### Related Form(s)

N/A

#### Scope and Applicability

	Governance	
	Academic	
	Students	
	Employment	
	Information Technology	
	Health and Safety	
	Business and Finance	
	Operations and Facilities	
	Communications & Marketing	
X	Advancement	