

Gifts In Place

POLICY

Any department or employee considering acceptance of a gift in place is to seek and receive preliminary administrative approval of the proposed gift and then ensure that the donor and an authorized University official, prior to gift acceptance, sign an agreement.

Such a department is to contact the Contracts Office in the Office of Finance and Administration prior to making any verbal or other commitments regarding the gift and prior to commencing work; telephone 509-335-7223.

Definition

A gift in place is a gift of a completed facility, designed and constructed by a donor for the University.

NOTE: Section *BPPM* 30.70, Gift Transmittal, regarding acceptance and transmittal of conventional gifts to the University is not applicable to gifts in place.

Donor Responsibility

The donor of a gift in place is responsible for construction and design of the facility. No University funds may be used to supplement or partially fund the cost of the project.

Questions

Address questions regarding acceptance and management of gifts in place to the Contracts Office in the Office of Finance and Administration.

ACCEPTANCE

To initiate the acceptance of a potential gift in place, the department completes and submits a Gift in Place Review Sheet. Depending on the review outcome, the University may then process a Gift in Place Agreement that is signed by the donor and authorized University representatives.

See below for completion and routing instructions for the Gift in Place Review Sheet.

Gift in Place Review Sheet

The proposing unit or department completing a Gift in Place Review Sheet starts the gift in place process. The Gift in Place Review Sheet must be reviewed and approved by departmental representatives, the donor, and specified preliminary reviewers. After review, this form is submitted to the Contracts Office in the Office of Finance and Administration.

After the Gift in Place Review Sheet is properly completed and submitted, the Contracts Manager records the administration's decision on the form and returns the form to the requester and sends copies to the reviewers, the donor, and Human Resource Services. If the project is recommended for acceptance, the Contracts Manager initiates the preparation of a Gift in Place Agreement.

Gifts In Place

Gift in Place Agreement

A Gift in Place Agreement must be completed before a gift in place may be constructed or accepted. The Gift in Place Agreement details the nature of the facility the donor wishes to design, construct, and donate to the University. It memorializes the donor's obligations regarding the gift in place, particularly as to the design and construction of the facility.

The Gift in Place Agreement must be routed to and approved by the appropriate University approving officials, as determined on a case-by-case basis. The Gift in Place Agreement must be signed by the donor and a University official with delegated signature authority authorizing them to sign Gift in Place Agreements.

NONCOMPLIANCE

If a department or unit purports to accept as a gift a completed facility without complying with this gift in place policy and procedure, the unit or department may be required to mitigate the damages, which may include paying for the cost to remove or modify the facility. Such a department or unit may also bear any other costs associated with the unapproved transaction. In addition, University personnel may be subject to disciplinary action for policy violations.

GIFT IN PLACE REVIEW SHEET

Departments are to complete and submit the Gift in Place Review Sheet in accordance with instructions above and on the form.