



**California State Polytechnic University, Pomona
Cal Poly Pomona Philanthropic Foundation**

Associated Students Incorporated Gift Processing Policy & Procedure

POLICY

While the Cal Poly Pomona Philanthropic Foundation is the official auxiliary for all philanthropic contributions to Cal Poly Pomona entities, there are some efficiencies for allowing an alternate method. As such, the Cal Poly Pomona Philanthropic Foundation will allow Associated Student, Inc. (ASI), by virtue of its status as a nonprofit 501(c)(3) organization, to accept cash donations designated for student clubs and organizations only if they are less than \$3,000 per donor per year.

- Gifts of \$3,000 or more per donor per year must be deposited to the Cal Poly Pomona Philanthropic Foundation.
- Gifts of stocks will still be processed to the Cal Poly Pomona Philanthropic Foundation
- Gifts made via one payment source comingled with a Cal Poly Pomona Philanthropic program and a registered student club or organization will still be processed to the Cal Poly Pomona Philanthropic Foundation and transmitted to ASI.
- Crowdfunding gifts received online will be processed to the Cal Poly Pomona Philanthropic Foundation and deposited into ASI student club funds.
- Gifts to ASI for student clubs and organizations will be processed by Gift Processing in University Advancement and deposited to ASI.
- Solicitation of gifts in excess of \$1,000 will need to be coordinated with University Development.
- Solicitation of gifts in conjunction with an event or sponsorship require review of all solicitation materials by the Gift Processing Specialist prior to sending any solicitation.
- Gift Processing will be responsible for donor acknowledgement and issuance of receipts for gifts it processes.
- If available, matching gifts will be pursued by the Gift Processing department.

Procedure for Accepting Donations	
Responsible Party:	Action:
Student Club/Advisor	<p>1. Receiving the Gift Upon receipt of a donation, the student organization or advisor contacts the Office of Student Life and Cultural Centers (OSLCC) who will contact the Gift Processing office to pick up the donation along with associated donor information. If ASI Financial Services receives the donation directly, they will contact Gift Processing to pick up the check. To provide the best donor experience possible, all gifts must be processed in a timely fashion. The Gift Processing Office should be contacted for pick up as soon as a donation is received by a student or OSLCC. In addition, ASI and Gift Processing must comply with Cal Poly Pomona Philanthropic Foundation cash handling policy regarding timely deposits.</p>
Gift Processing	<p>2. Depositing the Gift Gifts less than \$3,000 per donor per year, will be processed by and deposited to the ASI bank account by the Gift Processing Department.</p>



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	<p>Gifts of \$3,000 or more per donor per year, gifts of stock, or gifts received from one payment source comingled with a Cal Poly Pomona Philanthropic Foundation donations will be processed through the Cal Poly Pomona Philanthropic Foundation. Gift Processing will deposit the donation into the Cal Poly Pomona Philanthropic Foundation fund in support of the student club. The student club will spend donated funds from the Foundation with the assistance of their faculty or staff advisor and area budget analyst.</p>
<p align="center">Gift Processing/ASI</p>	<p>3. Processing the Gift Record and Acknowledgement Gift Processing completes the gift record in the University Advancement database, will generates the charitable tax receipt and send the receipt to the donor.</p>
<p align="center">Gift Processing/ASI</p>	<p>4. Transferring Cal Poly Pomona Philanthropic Foundation “Direct” Donations to the ASI Financial Services office Once a month or whenever feasible, ASI donations received directly by the Cal Poly Pomona Philanthropic Foundation will be transmitted to ASI Financial Services. Gift Processing will reconcile the ASI STUDENT CLUB DONORS FUND, taking into account any fees not yet posted. Gift Processing will then prepare a disbursement voucher with the details of the transfer. The disbursement voucher will be processed through Accounts Payable. The CSV file will be emailed to ASI Financial Services-</p>
<p align="center">Gift Processing/ASI</p>	<p>5. Transmitting Donation Transaction to ASI On a weekly basis, the Gift Processing Office will prepare a CSV file reconciled with the ASI donation deposits made that week. The CSV file will be provided to the ASI Financial Services via email. The ASI Financial Services will return cash receipts to the Gift Processing office showing the funds were deposited into the designated student club fund in ASI.</p>



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Procedure for Gifts-in-Kind	
Responsible Party:	Action:
Donor	<p>1. Receiving a Gift-in-Kind The Donor is required to determine the value of the gift-in-kind, indication of ownership and their intent to donate. Donations of personal services cannot be accepted as a gift- in-kind for charitable deduction purposes. An appraisal will be required for gifts with a value of \$5,000 or greater.</p>
Student Club/ASI	<p>2. Acceptance of the Gift-in-Kind The student club completes the Gift-in-Kind form and obtains donor signature. An email from the donor with description, value of gift and intent to give is sufficient in lieu of actual signature.</p>
Student Club/ ASI	<p>3. Acquiring Signatures for the Gift-in-Kind The Student Club or ASI Office forwards form the Gift-in-Kind form to the Director of ASI or Faculty/Staff Advisor confirming receipt of the gift on behalf of the student club.</p>
ASI	<p>4. Notification to Gift Processing of Gift-in-Kind The “Gift-in-Kind Form” form with backup supporting donor’s declared value and if necessary IRS form 8283 is forwarded to the Gift Processing for review and corrections, if necessary.</p>
Gift Processing	<p>5. Processing the Gift Record and Acknowledgement Gift Processing completes the gift record in the University Advancement database, will generate the charitable tax receipt and send the receipt to the donor.</p>
Gift Processing	<p>6. Archiving Gift Documentation Gift Processing files and maintains all gift records.</p>
Gift Processing/ASI	<p>7. Reviewing Gift Restrictions Gift Processing notifies ASI of any restrictions imposed on the gift. ASI is responsible for notifying the student club of any such restrictions.</p>
ASI/Gift Processing	<p>8. Scans of Gift Records for ASI ASI can access their gift records in the OnBase imaging system.</p>