



Process for Donations

Who do I contact regarding questions on accepting a gift/donation?

- **Arash Muntazir**, CAHNRS Development Assistant
arash.muntazir@wsu.edu | 509-3354172
- **Britta Nitcy**, CAHNRS Assistant Director for Gift Finance & Scholarships
nitcy@wsu.edu | 509-335-6479

The CAHNRS Development Office is here to help you. Learn more about the team at: <https://alumni.cahnrs.wsu.edu/meet-our-team/> and feel free to reach out to anyone on the team.

What is considered a gift/donation?

- A voluntary contribution where the donor does not require that goods or services be forthcoming from WSU as a condition (implied or otherwise) of the contribution.
- Rights to any publication, invention, and patent resulting from the use of such funds reside with WSU.
- Please contact Britta if a donation/sponsorship includes a non-cash gift, i.e., a tangible item or event tickets.

How can a donor make a gift/donation?

Online

- Online gifts can be made to all existing GF accounts, searchable on WSU's giving website: <https://foundation.wsu.edu/give/>
 - We can provide you with a direct giving link or QR code to post on your website. Please reach out to Arash and allow 1 week.

Check

- For checks in-hand: ask the donor to write the check out to **WSU Foundation** and specify GF account or program name on memo line.
- If Gift account/program is not specified on memo and only confirmed verbally, please note this on Gift Transmittal (see pgs. 3 and 4)
- For mailed checks, let donors know they can send directly to our office (see pg. 2)

Who do I contact if I have a prospective donor or am receiving a large gift?

- Please contact Britta if you have a donor who would like to:
 - give a large amount of money or set up an endowment/gift account.
 - provide a W-9, wire/ACH, or instructions to give through stocks
- Our team has fundraisers available if you would like help with a prospective donor. Get approval through your department chair or director first and then contact Britta.





How do I handle gifts/donations once received?

To maximize effective internal controls, WSU's Cash Handling Policy must be followed:

1. Endorse checks "for deposit only" immediately upon receipt.
 2. Submit checks/cash with Gift Transmittal (see pgs. 3-4) within 24 hours of receipt.
 3. Store un-deposited funds in a locked desk or safe.
- Prepare a Gift Transmittal (see next section)
 - Deliver check in person to Hulbert Hall 401, or mail to our office (see below)

How do I process gifts/donations?

What not to do

- Please *do not* deposit checks/donations into your local banks
 - One exception is *money jars from anonymous donors.
- All donations must go through the Foundation (or Development) office for donors to receive donation credit and a tax receipt.
- Please *do not* use interdepartmental mail to transport monies.
- When possible, employees who collect monies and/or write receipts should not also be the ones to prepare and/or make deposits. Have a checks and balances system.

What to do

- Please reach out to Arash or Britta if you are uncertain about anything at all.
- Prepare a Gift Transmittal (See Pgs. 3-4). Provide a copy to your Fiscal Manager if funds need to be transferred to a program (sub account).
- Mail check, Transmittal, original envelope with postage date, and any other documents received with donation to CAHNRS Development or WSU Foundation:
 - For larger checks, we strongly recommend using FedEx tracking or USPS informed delivery: [Informed Delivery - Mail & Package Notifications | USPS](#)

WSU Foundation Gift Accounting
 PO Box 641927
 Pullman, WA 99164-1927

CAHNRS Development
 C/O Arash Muntazir
 PO Box 646228
 Pullman, WA 99164-6228

Physical address for FedEx:
 255 E. Main Street, Suite 301
 Pullman, WA 99164-1925

Physical address for FedEx:
 410 Dairy Road
 Hulbert Room 401, MS-6228
 Pullman, WA 99164-6228

Phone: 509-335-6686

Phone: 509-335-2243

* For Money Jar deposits in your WSU bank account, please complete a 'Record Cash Sale Report' in Workday and email or deliver the Cash Sale Report, bank receipt, gift transmittal, and any other documentation to CAHNRS Development (see above).

What type of account does a gift/donation go into?





- Donations must go into a GF (Gift) account. Work with your department's financial manager to see if the donation can go into an existing GF account.
- If you have a new program or do not have an existing GF account, work with your dept/unit financial manager to see if a new GF account can be set up, then reach out to Britta (see next section).
- If money from an existing GF (Gift) account needs to be earmarked for a specific program, a PG account (program/subaccount) can be created to track expenses within an existing GF.

How do I create a new GF account or Gift Use Agreement?

- Once discussed with your dept/unit financial manager, email Britta (nitcy@wsu.edu) with the following:
 - Name you would like for the account (name of program, not employee).
 - A couple of sentences describing what the program is and who it helps.
 - Cost Center number.
- *More information is available in WSU Business Policies, and Procedures Manual*
 - <https://policies.wsu.edu/prf/index/manuals/30-00-contents/30-75-gift-accounts/>
 - <https://policies.wsu.edu/prf/index/manuals/30-00-contents/30-70-gift-transmittal/>

How do I fill out a Gift Transmittal?

- Form Preparation and Submittal section: type in your name and contact information so if any questions come up we know how to reach you.
- Donor Information/Company Information sections: Only fill out one of these sections. Donor Info is for individuals (or couples/a group of individuals); Company Info is for organizations/foundations/companies.
- Associated Credit section: rarely used and only for giving a third-party credit.
- Gift Information section:
 - *Line 1*: type in the GF number, mark if the gift is for the spendable account or endowment account, and type in the Gift Amount. If a single check needs to be split between two GF accounts, use second column.
 - *Line 2*: select payment type. Once transmittal is printed, **please write the check # in this box.**
 - *Line 3*: Rarely used
- Acknowledgment Instructions section: if we need to thank someone for the gift *instead* of the donor listed on the gift transmittal.
- Additional Information section: It is good practice to type out the name of the GF account in this box, to ensure funds are distributed correctly. Please include any additional info about the gift here that might be useful or important to know.
- Restrictions or Benefits Received section: You should talk to Britta first if you have anything to add to this section.





GIFT TRANSMITTAL AND ACKNOWLEDGMENT

Use this form to report monetary gifts. See BPPM 30.70 for instructions.
Report noncash gifts using the Noncash Gift Transmittal and Acknowledgment form.

WSU FOUNDATION
GIFT ACCOUNTING
TOWN CENTRE 201
PULLMAN WA 99164-1927
(509)335-1686

Office Use Only

Fill out this section
with **your** information.

Organization/Company
information.

Rewrite GF Number, and
name of gift account.

Individual donor (not an
organization) information.

Gift information.

FORM PREPARATION AND SUBMITTAL					
CONTACT NAME		DEPARTMENT		DATE	
CONTACT TELEPHONE			CONTACT E-MAIL ADDRESS		
PREPARER SIGNATURE					
DONOR INFORMATION (Name on check)					
WSU ID	NAME (First, middle initial, last)			E-MAIL ADDRESS	
SPOUSE NAME		SPOUSE E-MAIL ADDRESS		TELEPHONE NUMBER	
ADDRESS			CITY	STATE	ZIP CODE
COMPANY INFORMATION (Complete for company donations)					
WSU ID	COMPANY NAME		ACKNOWLEDGMENT PERSON/TITLE		
ADDRESS				E-MAIL ADDRESS	
CITY		STATE	ZIP CODE	TELEPHONE NUMBER	
ASSOCIATED CREDIT					
NAME			TITLE/AFFILIATION TO COMPANY		
GIFT INFORMATION					
GIFT ID	<input checked="" type="checkbox"/> Expendable <input type="checkbox"/> Endowment	GIFT AMOUNT \$	GIFT ID	<input type="checkbox"/> Expendable <input type="checkbox"/> Endowment	GIFT AMOUNT \$
SOLICITATION TYPE*	TRANSACTION TYPE*	PAYMENT TYPE*	APPEAL CODE		ANONYMOUS? <input type="checkbox"/> YES
SPECIAL INSTRUCTIONS FOR CASH GIFTS		<input type="checkbox"/> MEMORY OF** WSU ID/NAME:	<input type="checkbox"/> HONOR OF** For bank card donations, please call 509-335-1686 or attach the hard copy the donor provided to this form when submitting. DO NOT type or write the credit card number on this form. PLEDGE NUMBER(S)		
*Click arrow to activate menu of choices. **Provide the name of the person in whose memory or honor the gift is given.					
ACKNOWLEDGMENT INSTRUCTIONS (For gifts of \$10,000 or above)					
NAME/TITLE OF PERSON RECEIVING ACKNOWLEDGMENT LETTER (if different than above)					
ADDRESS		CITY	STATE	ZIP CODE	
ADDITIONAL INFORMATION (To help WSUF Stewardship office with acknowledgment letter content, include business cards or corporate information if available. If gift is in memory or honor of someone, indicate the name and address of the person to be acknowledged below.)					
RESTRICTIONS or BENEFITS RECEIVED (Provide details of restriction, or Fair Market Value if benefits were received.)					
Route transmittal, with ALL documentation received for any type of gift, to Gift Accounting or use a campus drop-off site.					

