What should I do if someone wants to gift an asset to our department?

Tell Me

Supplemental to University Policy 602.2, Solicitation and Acceptance of Gifts.

1. It is the responsibility of the receiving department, college, or unit to coordinate the receipt of gifts with the Division of University Advancement.

   We recommend viewing any donated equipment before accepting it to ensure it is in good working order.

2. The University officials designated to accept gifts on behalf of the University are the Vice Chancellor for University Advancement and the Vice Chancellor for Business Affairs.

Related FAQs

- Who is responsible for safeguarding fixed assets?
- When is the fixed assets inventory conducted?
- What should I do if someone wants to gift an asset to our department?
- What should a department do if an asset is stolen, missing, or lost?
- What is a fixed asset?