

PPM 206: Appendix I – Gift Acceptance Flowchart

UC ANR Policy and Procedure Manual Section 206 Gifts to UC ANR	
Responsible Officer:	Development Services Director of Advancement
Responsible Office:	Development Services
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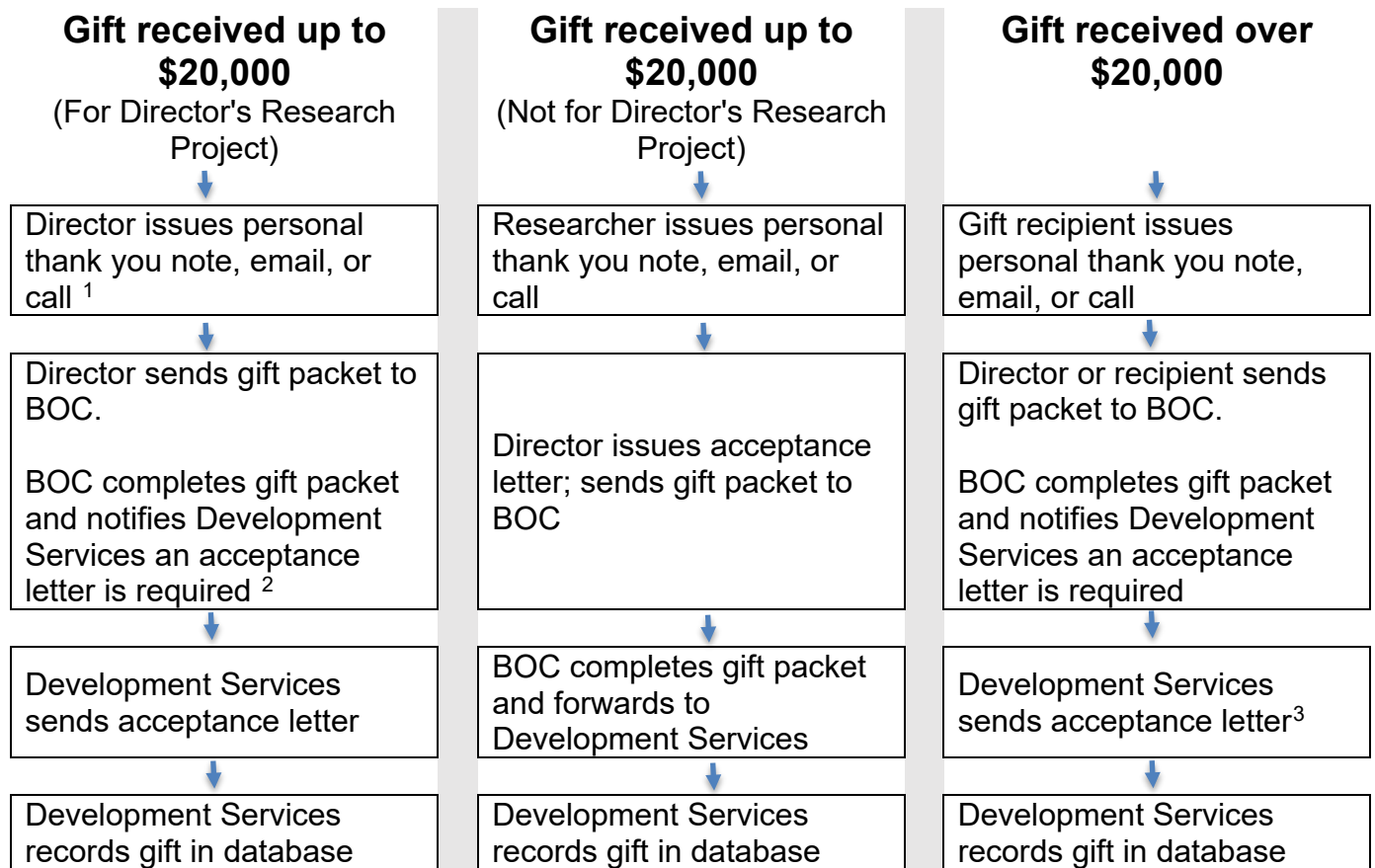
- I. GLOSSARY
- II. FLOWCHART

Note: Most UC ANR Directors have been issued a written redelegation of authority letter authorizing them to solicit and accept gifts up to \$20,000, as shown in Appendix VI, *Gift Solicitation and Acceptance Redlegation of Authority*. Accordingly, the following table depicts gift acceptance using a \$20,000 threshold. The table makes a further distinction between gifts given to benefit a Director’s own research project, versus gifts given to benefit the research project of someone other than the Director.

I. GLOSSARY

- A. **Director:** County Director, REC Director or Statewide Program/Institute Director
- B. **Researcher:** Individual conducting the research project being supported
- C. **BOC:** Business Operations Center Davis or Kearney as applicable
- D. **Thank You (Acknowledgement):** Personal note, email or phone call thanking the donor; NO acceptance language, no tax language
- E. **Acceptance Letter:** Official UC ANR gift acceptance letter with tax language

II. FLOWCHART



¹ While only those with written redelegation of authority may accept a gift, anyone may issue a thank you (acknowledgement) for a gift – no special delegated authority is required. All recipients of gifts are strongly encouraged to issue personal thanks to the donor in the form of a note, email, or telephone call.

² Although the Director has been redelegated authority to accept a gift up to \$20,000, no one may accept a gift that benefits their own research project. Accordingly, Development Services will issue the acceptance letter.

³ As it is over \$20,000, the gift exceeds the Director's redelegation of authority. Accordingly, Development Services will issue the acceptance letter.