

University of Florida Foundation, Inc.
Allocation and Use of Gifts

Policy #: 2.18
Effective Date: September 8, 2007
Responsible Department: Administration

1. **PURPOSE**

To provide for the consistent use of certain broad categories of gifts.

2. **APPLICABILITY**

All gifts for the benefit of the University.

3. **POLICY**

The UF President will decide the use and allocation of unrestricted gifts to the University. Correspondingly, the use or allocation of funds donated on an unrestricted basis for a particular college or unit shall be determined by the appropriate Vice President, Dean, or Director. All bequests or other gifts of \$100,000 or more received for the benefit of UF are presumed to be used either to establish either endowed funds or to fund capital projects (with appropriate permanent recognition), unless specific documentation to the contrary is available. Other proposed uses for such funds must be specifically approved by the UF President.

Fund administrators (those UF faculty or employees designated by vice presidents, deans, or directors to oversee the disbursement of funds), with the written approval of the appropriate vice president, dean, or director, will designate the use and allocation of restricted gift income consistent with the specified intent of the donor.

Unrestricted corporate gifts or grants made or computed on the basis of the number of UF-trained personnel in the corporation's employ or under a similar formula will be allocated to unrestricted University funds unless information is furnished by the corporation indicating a clear intent that the gift should be credited to a particular area. Corporate matching gifts will be deposited into the fund for which the individual employee-donor's gift was made, unless the corporate donor specifies otherwise. Gift and recognition credit will be handled in accordance with the Soft Credit and Recognition of Gifts policy.

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Associate Vice President/COO (lbram@uff.ufl.edu).

Certified as approved by the Executive Committee of the UFF Board of Directors on:
September 8, 2007

A handwritten signature in black ink, appearing to read "Susan G. Goffman". The signature is written in a cursive style with a large initial 'S' and 'G'.

Susan G. Goffman, Secretary

Revision history: Original version