

University of Florida Foundation, Inc.
Payroll Deduction Gifts

Policy #: 2.26
Effective Date: September 8, 2007
Responsible Department: Finance and Accounting

1. **PURPOSE**

This policy provides guidelines for gifts to be made by employees of UF or its affiliates through payroll deduction.

2. **APPLICABILITY**

All employees of UF or its affiliates.

3. **POLICY**

Employees of UF or its affiliates may make charitable contributions to any active UFF fund through payroll deduction. To initiate a payroll deduction, a completed Faculty-Staff Payroll Deduction Gift Authorization Form should be submitted to UFF.

The total amount to be deducted biweekly and the fund number or name of the program being supported must be stated. Payroll deductions are made from 24 pay periods annually.

Payroll deductions will continue until employment terminates or until UFF is notified, in writing, of the donor's desire to cease the deduction. The donor's UFID Number must be included on all correspondence regarding payroll deductions.

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Manager of Gift Processing (lraney@uff.ufl.edu).

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



Susan G. Goffman, Secretary

Revision history: Original version