

University of Florida Foundation, Inc.
Gifts in lieu of Honoraria

Policy #: 2.27
Effective Date: September 8, 2007
Responsible Department: Finance and Accounting

1. **PURPOSE**

To provide guidelines for receiving and receipting gifts in lieu of honoraria.

2. **APPLICABILITY**

Gifts made to UFF for the benefit of the University.

3. **POLICY**

A payor may make a gift to UFF, in lieu of paying an honorarium, provided the payment is accompanied by a letter from the donor identifying the payment as a charitable contribution.

If an honorarium check naming a faculty member as a payee is endorsed to UFF, it will be receipted as a gift from the payee. The payee is responsible for reporting the honorarium as income for IRS purposes.

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Director of Legal Services (sgoffman@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