

University of Florida Foundation, Inc.
Gift Agreements

Policy #: 2.09
Effective Date: September 8, 2007
Responsible Department: Administration

1. **PURPOSE**

To provide for proper documentation of restrictions on the use of gifts.

2. **APPLICABILITY**

Endowment gifts and non-endowed gifts as set forth in this policy.

3. **POLICY**

The terms of **all** endowment gifts will be documented in a written gift agreement (or other written form) that outlines the program to be supported and the schedule of contributions. Non-endowed gifts may be documented in pledge forms, gift agreements, or other writings.

Gift agreements will be prepared by the Associate Vice President and the Legal Department in accordance with UFF policies and procedures.

All donors are presumed to have directed UFF to apply for any matching funds from federal, state, or private sources that might be available as a result of their gifts.

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



Susan G. Goffman, Secretary

Revision history: Original version