

**University of Florida Foundation, Inc. (UFF)
Gift Agreements**

Policy #: 3.12
Effective Date: July 30, 2018
Responsible Department: Legal Services

1. **PURPOSE**

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

2. **APPLICABILITY**

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

3. **DIRECTIVE**

The terms of **all** endowment gifts will be documented in a written gift agreement (or other sufficient 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. A gift agreement for a non-endowed gift may be used in appropriate cases, such as a significant or complex naming.

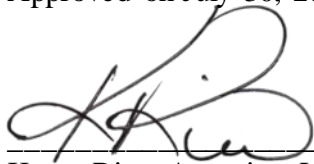
Gift agreements will be prepared by the Legal Services Department in accordance with UFF policies. (See Gift Agreement Guidelines.)

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 Executive Director of Legal Services (sgoffman@uff.ufl.edu).

Approved on July 30, 2018.



Karen Rice, Associate Vice President

Revision history: Original version
Revised July 30, 2018