

**TITLE:** Solicitation and Handling of Funds from External Sources

**AUTHOR:** Executive Director of Development and Alumni

**APPROVAL DATE:** December 20, 2002

**EFFECTIVE DATE:** December 20, 2002

**PURPOSE:** To establish a systematic and coordinated method for the solicitation and handling of gift income from external sources

**REVIEWER AND REVIEW DATE:** Executive Director of Development and Alumni  
June of Even Years

**OPERATING DETAILS:**

1. To ensure that the proper approach is followed and that multiple requests to individuals and organizations for funding do not occur, the President and the Executive Director for Development and Alumni (or a designated representative) have responsibility for presenting funding requests to external sources. This procedure applies to governmental agencies, individuals, businesses, civic organizations, and other sources outside the University.
2. University personnel are encouraged to identify potential sources of external funding and to make suggestions to the Office of Development and Alumni. Requests for grants and donations, including gifts in kind, may be made only with the prior approval of the President and the Executive Director of Development and Alumni (or a designated representative). This policy does not apply to individual faculty development grants.
3. Information and technical assistance will be provided to faculty and staff members who are seeking to identify sources of grants consistent with the mission and priorities of the University, making application for grants, and filing reports on grants received.
4. Procedures for acquiring external funding, handling and accounting for funds or in kind contributions received, and reporting will be issued by the Office of Development and Alumni.