What should I do if someone wants to gift an asset to our department?

Tell Me

Supplemental to University Policy 602.2, Solicitation and Acceptance of Gifts.

1. It is the responsibility of the receiving department, college, or unit to coordinate the receipt of gifts with the Division of University Advancement. We recommend that you view any donated equipment before accepting it to ensure it is in good working order.

2. The University officials designated to accept gifts on behalf of the University are the Vice Chancellor for University Advancement and the Vice Chancellor for Business Affairs.

Related FAQs

- How do I know which Fixed Assets eForm to use?
- Which account code should I use to record the purchase of an asset when I create a new requisition?
- Can I still use the Excel-based paper Fixed Assets forms?
- Where should I enter an account code in 49er Mart?
- How do I verify who the authorized fixed asset disposition approver is for my area?