## Policy 409: Institutional Gift Acceptance

Category: Business Operations

Covered Individuals: CEI Employees, Students, and Community Members

##### Approved: 10/24/2023

Formerly Approved: 11/04/2019

### **409.1 Policy**

This policy is designed to assure that all gifts, to, or for the use of, College of Eastern Idaho are structured to benefit the college while ensuring fidelity to donor intent. Gifts may be accepted from both individual and organizational donors. Organizational donors include partnerships, corporations, foundations, government agencies, or other entities. College of Eastern Idaho and the CEI Foundation reserves the right to deny any gift from any donor. Acceptance of any contribution, gift, or grant is at the discretion of the CEI Foundation. The foundation will not accept any gift unless it can be used or expended consistent with the purpose and mission of the college. The foundation oversees all charitable gifts and contributions received and might maintain its own policies and procedures related to or aligning with CEI policies.

The foundation does not provide tax, legal, financial or other professional advice to donors or prospective donors regarding the treatment of gifts. It will encourage donors to seek guidance from their own professional advisors to assist them in the process of making a gift.

The foundation holds all communications with donors and information concerning donors and prospective donors in strict confidence, subject to legally authorized and enforceable requests for information by government agencies and courts. All other requests for or releases of information concerning a donor or a prospective donor will be granted only if permission is first obtained from the donor.

### **409.2 Procedures**

Gifts of cash, checks, wire transfers, credit card gifts, and payroll deductions are acceptable. Checks should be made payable to “College of Eastern Idaho Foundation.” Such gifts are normally accompanied by information from the donor as to the intended use of the gift, if any, and the gift(s) value

Appreciated bonds or securities are acceptable as gifts regardless of maturity date.

Tangible personal property is acceptable and may include such items as art, computer equipment, instructional aides, software, books, and gently used equipment. Real property including residences, undeveloped land, and farms may also be the object of a donation to the foundation.

Donations of vehicles are generally accepted per the guidelines in Policy 410: Vehicle Donations.

To donate equipment or supplies to a department or class, contact the foundation with the details of the items (value, quantity, brand, model #, contact info of donor). All donations are subject to administration and division manager approval prior to receipt of donation. The foundation will provide a donated property form and an official tax letter/receipt to the donor for their information.

If a department receives a cash/check donation for the college, the donation must be submitted to the foundation with the appropriate donor information. The foundation will receipt the money and disburse the funds to the department for the amount of the collected donation through the proper channels.

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Failure to comply with this policy in regards to fundraising, whether the gift is cash, gift-in-kind, etc., will result in appropriate disciplinary action.

**Mailing Address and Contact Information:**

College of Eastern Idaho Foundation

1600 S. 25th E.

Idaho Falls, ID 83404

[scholarships@cei.edu](mailto:scholarships@cei.edu)

(208) 524-3000, Option 8