



Published on *Policies and Procedures* (<http://policy.arizona.edu>)

[Home](#) > Gifts to the University: Solicitation and Receipt

Policy Contents

- [Policy](#)
- [Revision History*](#)

Policy Information

Last Revised Date:

February, 2016

Policy Number:

Fin-202

Reference:

University Handbook for Appointed Personnel 2.09

Financial Services Manual 8.12

Responsible Unit:

Division of Human Resources

Phone:

(520) 621-3660

Email:

hradmin@email.arizona.edu [1]

Policy

All gifts of any kind to an administrative unit or to individuals in their capacity as University employees should be placed in University accounts or inventories. Instructions for processing gifts are contained in the Financial Services Manual. The University gift policy is available online as follows:

- FSO Manual, 8.12: Gifts
<http://policy.fso.arizona.edu/fsm/800/812> [2]

Further information can be obtained from your unit Development Officer or the Central Gift Office at the University of Arizona Foundation.

Revision History*

Updates to unit names:

8/2000

9/2002

2/2016

Source URL:

<http://policy.arizona.edu/employmenthuman-resources/gifts-university-solicitation-and-receipt>

Links

[1] <mailto:hradmin@email.arizona.edu>

[2] <http://policy.fso.arizona.edu/fsm/800/812>