

SECTION: Business Affairs/Controller
SUBJECT: Special Gifts

ISSUED BY: Controller
REPLACES:
APPROVED BY: President's Cabinet
EFFECTIVE DATE: May 10, 2001

Policy

Receipts of Cash or Checks for Other Organizations

Gifts and offerings are sometimes requested from students and others in attendance at services held on campus or sponsored by Asbury College, that are to be given to another organization. Because these gifts are solicited by representatives of the college, we have a duty to assure that the funds are used for the purpose that was stated at the time of the request.

Before gifts and offerings are requested or solicited for another organization, approval must be received from the Cabinet, and the receiving organization must provide an IRS form W-9, "Request for a Taxpayer Identification Number."

When it is acceptable to the receiving organization, individual checks should be made payable to that organization. All checks made payable to Asbury College should be processed through the Office of Institutional Advancement. All cash must be receipted in the Cashier's Office. A check to the receiving organization, in the amount of funds received will be processed during the next regular check issuing cycle.