

**SECTION: Institutional Advancement/Planned Giving**  
**SUBJECT: Stock Transfers**

**ISSUED BY:** Office of Institutional Advancement  
**REPLACES:** N/A  
**APPROVED BY:** Office of Institutional Advancement  
**EFFECTIVE DATE:** June 15, 1993

**Policy**

Only members of the Office of Institutional Advancement or Business Affairs Office may help donors make a gift of securities to Asbury College.

**Procedure**

All gifts of securities are to be transferred to Asbury College according to set procedures. Documents have been created so that transfers may be made efficiently and correctly. Those involved in helping donors transfer securities to Asbury College are to use the approved documents.