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**SUBJECT: MAIL HANDLING GUIDELINES FOR GIFTS OF CASH**

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**1.0 PURPOSE**

- 1.1. The following procedures are to be followed for gifts in the form of checks or cash, intended for Snow College received by the Snow College Foundation/Office of Advancement. All gifts of checks or cash receipts received will be deposited with the Snow College Cashiers' Office as soon as possible and no later than the second business day after their receipt.

**2.0 PROCEDURES****2.1. Procedures for Handling Cash and Checks:**

- (a) Cash receipts are given immediately for all cash received.
- (b) All envelopes are opened in the presence of another Advancement staff member.
- (c) After the checks/cash have been totaled, the second employee will double-check the balances and initial the adding machine tape signifying that the amount has been verified.
- (d) The checks are photocopied and entered into the funds received log. A photocopy of the correspondence relating to the gift will be attached to the check and a second copy of the check and correspondence will be filed in the donor file folder in the Advancement Office.
- (e) The Development Assistant will make the deposit to the Cashiers' Office on the same business day, unless transactions are received after the Cashiers' Office is closed. The Cashiers' Office will issue a receipt for each gift received. Receipts will be given to the Data Coordinator for reconciliation on a weekly basis in Banner.
- (f) The Data Coordinator enters the data into Banner.
- (g) In instances where the specific gift designation is unclear or inappropriate, the available details about the gift should be brought to the immediate attention of the Director of Advancement.
- (h) The Advancement Office will provide the donor an acknowledgement letter.

**2.2. For gifts received by other departments, the Advancement Office will review the Gift Transmittal Form and the accompanying documentation for:**

- (a) Completeness of forms and documentation
- (b) Appropriate classification of the gift
- (c) Appropriateness of account number receiving the gift
- (d) Compliance with the Gift Policy

- 2.3. If, after reviewing the gift and supporting documentation provided, the Advancement Office determines that the funds do not meet the requirements of the Gift Policy, the Advancement Office will:
  - (a) Deposit the funds into a holding account and forward all supporting documentation to the Vice President of Finance or Business Office, as appropriate, for resolution.
  - (b) Inform the originating department of how the funds will be handled.
  - (c) Designate the appropriate fund number in accordance with College policy.
- 2.4. Advancement Staff reviews the Gift Transmittal Form and the documentation received from departments and the Cashier's Office; new accounts are created if necessary.
- 2.5. When the gift is accepted, the Advancement Office will enter gifts in the Banner database.