

---

**SUBJECT: ACKNOWLEDGING AND RECEIPTING GIFTS**

---

**1.0 PROCEDURES**

- 1.1. All gifts must be acknowledged with a letter and/or an official gift receipt within two days of receipt by the Advancement Office. The Advancement Office is the only College agency authorized to provide official gift receipts to donors. The benefiting unit should also acknowledge the gift with a thank you letter to the donor.
- 1.2. The Advancement Office prepares the official gift receipt and, when applicable, signs an IRS Form 8283 for the donor.