

Advancement | UCF Foundation, Inc.

Gifts in Lieu of Honoraria Policy

Policy# 6.03

Effective Date: 6/28/17

Responsible Department: Administration

1. PURPOSE

To provide guidelines for the University of Central Florida Foundation (UCFF) receiving and receipting gifts in lieu of honoraria and the transfer of gifts received by employees which may not be accepted.

2. APPLICABILITY

Gifts made to Advancement for the benefit of the University.

3. POLICY

A payor may make a gift to UCFF, in lieu of paying an honorarium, provided the payment is accompanied by a letter from the donor identifying the payment as a charitable contribution. If an honorarium check naming a faculty member as a payee is endorsed to Advancement, it will be receipted as a gift from the payee. The payee is responsible for reporting the honorarium as income for IRS purposes.

From time to time, UCF employees may receive a physical or monetary gift which the employee cannot accept as directed by the University Compliance, Ethics, and Risk Office. If the recipient is unable to return the gift, the recipient may complete a Gift in Kind form and submit to the Director for Advancement, Gifts and Records, together with the gift. UCFF will be responsible for transferring the gift to an appropriate department or recipient, in consultation with the University Compliance, Ethics and Risk Office.

4. CLARIFICATION

Requests for clarification of this policy should be sent to the Senior Associate Vice President for Advancement.



Name: Michael J. Morsberger

Title: Vice President Advancement and Chief Executive Officer

Revision history:

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