

# Appendix I

## GIFT ACCEPTANCE APPROVAL AUTHORITIES AND REQUIREMENTS FOR REVIEW

**Associated Procedures:** Fundraising and Gift Acceptance Procedures

### Abbreviations

Board of Governors (BOG)

Gift-in-kind (GIK)

Office of Research and Innovation (ORI)

Senate Committee on Academic Affairs Art Acquisition Subcommittee (SAAS)

Senate Committee on Scholarships and Bursaries (SCSB)

Vice-President Academic and Provost (VPAP)

Vice-President Finance and Administration (VPFA)

Vice-President Research and Innovation (VPRI)

### Gifts \$0 to \$19,999

Type	Consultation	Pre-Approval	Final Approval	Legal Review Required	Gift Agreement Required
Publicly Traded Securities	Development Officer	Director, ORI	Treasury Services Manager	None	Gift of securities form
Student Awards	Development Officer	Awards and Financial Aid	SCSB	None	Award terms & conditions, signed by Director ORI
GIK - Equipment	Dean or other (1) & Risk Mgt.	Director ORI	VPRI	As needed	Gift-in-kind form
GIK - Artwork	Director ORI	SAAS	President	None	Gift-in-kind form
GIK - Library	Director ORI & Head of special collections	University Librarian	VPRI	None	Gift-in-kind form
All other gifts	Development Officer	Director ORI	VPRI if research funding	None	None

## Gifts \$20,000 to \$99,999

Type	Consultation	Pre-Approval	Final Approval	Legal Review Required	Gift Agreement Required
Publicly Traded Securities	Development Officer	Director ORI	Treasury Services Manager	None	Gift of securities form
Student Awards	Development Officer	Awards and Financial Aid	SCSB	None	Award terms & conditions, signed by Director ORI
GIK - Equipment	Dean or other (1) & Risk Mgt.	Director ORI	VPRI	As needed	Gift-in-kind form
GIK - Artwork	Director ORI	SAAS	President	None	Gift-in-kind form
GIK - Library	Director ORI & Head of special collections	University Librarian	VPRI	None	Gift-in-kind form
Other tangible personal property	Development Officer	Director ORI	VPRI	None	Gift-in-kind form
Real Estate	Treasury Services Manager	Committee as per 2.2.3 coordinated by Director ORI	VPRI	Yes	Yes
All gifts for Faculty/Units	Dean or other (1)	Director ORI	VPRI	As needed	Yes
All gifts for research	Research Finance	Director ORI	VPRI	As needed	Yes
Planned gifts	Development Officer	Director ORI	VPRI	As needed	Yes
New named facilities or physical assets	Development Officer	VPRI	BOG per Policy on Naming	As needed	Yes & application
All other gifts	Development Officer	Director ORI	VPRI if research funding	As needed	As needed

### Gifts \$100,000 to \$499,999

Type	Consultation	Pre-Approval	Final Approval	Legal Review Required	Gift Agreement Required
Publicly Traded Securities	Director ORI	Treasury Services Manager	VPRI	None	Gift of securities form
Student Awards	Development Officer	Awards and Financial Aid	VPRI & SCSB	None	Award terms & conditions, signed by VPRI
GIK - Equipment	Dean or other (1) & Risk Mgt.	Director ORI	VPRI	As needed	Gift-in-kind form
GIK - Artwork	Director ORI	SAAS	President	None	Gift-in-kind form
GIK - Library	Director ORI & Head of special collections	University Librarian	VPRI	None	Gift-in-kind form
Other tangible personal property	Development Officer & Finance	Director ORI	VPRI	None	Gift-in-kind form
Real Estate	Treasury Services Manager	Committee as per 2.2.3 coordinated by Director ORI	VPRI	Yes	Yes
All gifts for Faculty/Units	Dean or other (1)	Director ORI	VPRI	As needed	Yes
All gifts for research	Research Finance	Director ORI	VPRI	As needed	Yes
Planned gifts	Development Officer & Finance	Director ORI	VPRI	As needed	Yes
New named facilities or physical assets	Development Officer	VPRI	BOG per Policy on Naming	As needed	Yes & application
New named chairs or professorships	Director ORI	VPRI	BOG per Policy on Naming	Yes	Yes
All other gifts	Development Officer	Director ORI	VPRI	As needed	As needed

### Gifts \$500,000 to \$999,999

Type	Consultation	Pre-Approval	Final Approval	Legal Review Required	Gift Agreement Required
Publicly Traded Securities	Director ORI	Treasury Services Manager	VPRI & VPFA	None	Gift of securities form
Student Awards	Development Officer & Director ORI	Awards and Financial Aid	VPRI & SCSB	None	Award terms & conditions, signed by VPRI
GIK - Equipment	Dean or other (1) & Risk Mgt.	Director ORI	VPRI & VPAP	As needed	Gift-in-kind form
GIK - Artwork	Director ORI	SAAS	President	None	Gift-in-kind form
GIK - Library	Director ORI & Head of special collections	University Librarian	VPRI & VPAP	None	Gift-in-kind form
Other tangible personal property	Development Officer & Finance	Director ORI	VPRI & VPAP	As needed	Gift-in-kind form
Real Estate	Treasury Services Manager	Committee as per 2.2.3 coordinated by Director ORI	VPRI & VPFA	Yes	Yes
All gifts for Faculty/Units	Dean or other (1)	Director ORI	VPRI & VPAP	As needed	Yes
All gifts for research	Research Finance & Director ORI	VPRI	President	As needed	Yes
Planned gifts	Development Officer & Finance	Director ORI	VPRI & VPAP	As needed	Yes
New named facilities or physical assets	Development Officer & Director ORI	VPRI	BOG per Policy on Naming	As needed	Yes & application
New named chairs or professorships	Director ORI	VPRI	BOG per Policy on Naming	Yes	Yes
All other gifts	Director ORI	Director ORI	VPRI & one of VPAP or VPFA	As needed	As needed

### Gifts between \$1,000,000 and \$5,000,000

Type	Consultation	Pre-Approval	Final Approval	Legal Review Required	Gift Agreement Required
Publicly Traded Securities	Director ORI & Treasury Services Manager	VPFA	President & VPRI	None	Gift of securities form
Student Awards	Development Officer & Director ORI	Awards and Financial Aid	President, VPRI & SCSB	None	Award terms & conditions, signed by President
GIK - Equipment	Dean or other (1) & Risk Mgt.	Director ORI & VPAP	President & VPRI	As needed	Gift-in-kind form
GIK - Artwork	Director ORI	SAAS	President & VPRI	None	Gift-in-kind form
GIK - Library	Director ORI & Head of special collections	University Librarian & VPAP	President & VPRI	None	Gift-in-kind form
Other tangible personal property	Development Officer & Finance	Director ORI & VPAP	President & VPRI	As needed	Gift-in-kind form
Real Estate	Treasury Services Manager	Committee as per 2.2.3 coordinated by Director ORI	President & VPRI	Yes	Yes
All gifts for Faculty/Units	Dean or other (1)	Director ORI & VPAP	President & VPRI	As needed	Yes
All gifts for research	Research Finance & Director ORI	VPRI	President & VPRI	As needed	Yes
Planned gifts	Development Officer & Finance	Director ORI & VPAP	President & VPRI	As needed	Yes
New named facilities or physical assets	Development Officer & Director ORI	President & VPRI	BOG per Policy on Naming	As needed	Yes & application
New named chairs or professorships	Director ORI	President & VPRI	BOG per Policy on Naming	Yes	Yes
All other gifts	Director ORI	One of VPAP or VPFA	President & VPRI	As needed	As needed

### Gifts in excess of \$5,000,000

Type	Consultation	Pre-Approval	Final Approval	Legal Review Required	Gift Agreement Required
Publicly Traded Securities	Director ORI & Treasury Services Manager	President, VPRI & VPFA	BOG	None	Gift of securities form
Student Awards	Development Officer, Awards and Financial Aid	President & VPRI	BOG & SCSB	None	Award terms & conditions, signed by President
GIK - Equipment	Dean or other (1), Risk Mgt., Director ORI & VPAP	President & VPRI	BOG	As needed	Gift-in-kind form
GIK - Artwork	Director ORI	President, VPRI & SAAS	BOG	None	Gift-in-kind form
GIK - Library	VPRI & Head of special collections	President, University Librarian & VPAP	BOG	None	Gift-in-kind form
Other tangible personal property	Director ORI & VPAP	President & VPRI	BOG	As needed	Gift-in-kind form
Real Estate	President, VPRI & VPAP	Committee as per 2.2.3 coordinated by Director ORI	BOG	Yes	Yes
Planned gifts	Director ORI & VPAP	President & VPRI	BOG	As needed	Yes
New named facilities or physical assets	Director ORI	President & VPRI	BOG per Policy on Naming	As needed	Yes & application
New named chairs or professorships	Director ORI	President & VPRI	BOG per Policy on Naming	Yes	Yes
All other gifts	Director ORI	President & VPRI	BOG	As needed	As needed

For non-Faculty units, the following positions apply:

- Research Centres and Institutes: Vice-President, Research and Innovation
- Athletics: Director, Athletics and Recreation
- Division of Medical Sciences: Associate Vice-President Division of Medical Sciences
- Centre for Teaching and Learning: Vice-President, Academic and Provost
- Research Infrastructure: Vice-President, Research and Innovation