



4.4 GIFT AGREEMENTS

Revised April 28, 2015

4.4.1 POLICY

A gift agreement shall be executed for gifts or pledges of \$25,000 or greater.

4.4.2 PROCEDURE

1. The primary development officer should prepare a draft gift agreement using the appropriate [gift agreement template](#) posted on the ANDI website. He/she should obtain any necessary approvals from university units that may be affected by the agreement (department heads, deans, etc.).
2. The development officer should then submit the draft gift agreement to **prospect@utfi.org** for review. The gift agreement will be reviewed for policy compliance and returned with any necessary revisions to the development officer within 24 hours.
3. The development officer will prepare an original version of the final gift agreement, obtain signature(s) from the donor(s), and return the gift agreement, along with any special processing instructions. Minor changes made by the donor(s) at the time of signing may be initialed by the donor(s).
4. Once signed by the donor(s), the gift agreement should be submitted to UTFI Advancement Services via email, fax, or mail.

UTFI Advancement Services
Prospect Management and Research Office
1525 University Avenue
Knoxville, TN 37921
Fax: (865) 974-4250
Email: prospect@utfi.org

5. UTFI Advancement Services staff will obtain the signature of the UTFI president, request any necessary account numbers, transfer funds (if appropriate), and return a scanned, executed gift agreement to the development officer to return to the donor(s).
6. One scanned, executed gift agreement will be retained on file at UTFI and uploaded to ANDI. Development officers may obtain additional copies of gift agreements, upon request, from UTFI Advancement Services.