



## Process for Donations

### Who do I contact regarding questions on accepting a gift/donation?

- Ashley Gardipe, CAHNRS Alumni & Development Office, [ashley.gardipe@wsu.edu](mailto:ashley.gardipe@wsu.edu), 509-335-2243.
- Creating a new GF account, contact Britta Nitcy, CAHNRS Alumni & Development Office, [nitcy@wsu.edu](mailto:nitcy@wsu.edu), 509-335-6479
- There is also a lot of good information at: <https://foundation.wsu.edu/how-to-give/>

*More information is available in WSU Business Policies, and Procedures Manual*

- <https://policies.wsu.edu/prf/index/manuals/30-00-contents/30-75-gift-accounts/>
- <https://policies.wsu.edu/prf/index/manuals/30-00-contents/30-70-gift-transmittal/>

### What is considered a gift/donation?

- A voluntary contribution where the donor does not require that goods or services be forthcoming from WSU as a condition (implied or otherwise) of the contribution.
- Rights to any publication, inventions and patents resulting from the use of such funds reside with WSU.
- Please contact Ashley Gardipe if a donation/sponsorship includes a tangible item or event tickets.

### What type of account does a gift/donation go into?

- Donations must go into a GF (Gift) account. Work with your department's financial manager to see if the donation can go into an existing GF account.
- PG accounts (program/subaccount) can be created to track expenses. See attached instructions and contact your department financial manager. CAHNRS Finance sets up new subaccounts and your department's financial manager transfers the funds.
- Donations above \$5,000 qualify for a new GF account, if needed. New GF accounts can only be set up with the WSU Foundation and you will work with Britta Nitcy. A Gift Use Agreement (GUA) must be completed to set up a new GF account and Britta Nitcy completes those for CAHNRS/Extension and works with the WSU Foundation for new GF accounts.

### How do I get an online giving link?

- All GF accounts are searchable on WSU's giving website: <https://foundation.wsu.edu/give/>
- WSU Foundation can provide you with a direct giving link you can post on your website. Contact Ashley at [ashley.gardipe@wsu.edu](mailto:ashley.gardipe@wsu.edu). Allow 2 weeks.





### Who do I contact if I have a prospective donor or am receiving a large gift?

- If you have a donor who would like to give a large amount of money or set up an endowment, please contact Britta Nitcy at [nitcy@wsu.edu](mailto:nitcy@wsu.edu) to complete a Gift Use Agreement (GUA) and set up the account.
- We have fundraisers available in CAHNRS Alumni & Development if you have a prospective donor you would like us to help you with. Get approval through your department chair or unit director first and then contact Britta.
- If you have a donor who needs a W-9, wire/ACH instructions, or instructions to give through stocks please contact Britta Nitcy. Because wires and stock gifts do not always come with much information Britta can also put through an alert with Gift Accounting to make sure the funds get into the correct account.
- If you have a donor who would like to give a non-cash gift, please contact Britta Nitcy at [nitcy@wsu.edu](mailto:nitcy@wsu.edu) for special paperwork and instructions.

### How do I handle gifts/donations?

- Please do not deposit checks/donations into your local banks. One exception is money jars (anonymous donors) can be deposited into your local bank account.
- Donations must go through the donation process in Pullman for donors to receive donation credit and a tax receipt.  
**To maximize effective internal controls, the following WSU's Cash Handling Policy must be followed:**
  1. Ask the donor to write out the check to **WSU Foundation**.
  2. Endorse checks "for deposit only" immediately upon receipt.
  2. Process checks within 24 hours of receipt.
  3. Store un-deposited funds in a locked desk or safe.

### Where do I send/deliver gifts/donations? And what do I include with a gift/donation?

- When your office receives a gift, please complete a Gift Transmittal (attached), and send to WSU Foundation Gift Accounting or CAHNRS Alumni & Development Office. Also send a copy to your Fiscal Manager if funds need to be transferred to a program (sub account). Your department fiscal manager will know what main GF (Gift) accounts are in the department, but if you have any questions feel free to contact Ashley or Britta.
- If making a copy of a check or sending as an attachment through email, please cover the check routing information at the bottom for security purposes. Microsoft Teams chat is a more secure way to communicate about sensitive information.
- Send completed Gift Transmittal, check, envelope with postage date, and any documents received with the donation to either WSU Foundation Gift Accounting or CAHNRS Alumni and Development Office at the locations listed below.

WSU Foundation Gift Accounting  
PO Box 641927  
Pullman, WA 99164-1927

CAHNRS Alumni & Development  
PO Box 646228  
Pullman, WA 99164-6228  
Or deliver to Hulbert 401





### How do I fill out a Gift Transmittal?

- Under the Form Preparation and Submittal section type in your contact name and contact information so if any questions come up we know how to reach you.
- Under the Donor Information and Company Information, you will only be using one of these sections. Fill out Donor Information for a gift from an individual or couple OR Company Information for a company or foundation donor.
- Associated Credit section is used rarely and only for giving a third-party credit.
- Under Gift Information type in the GF number, mark if the gift is for the spendable account or endowment account, and type in the Gift Amount. There is another set of gift information if a check needs to be split between two GF accounts.
- Acknowledgment Instructions is if we need to thank a different person for the gift, rather than who is listed on the gift transmittal.
- It is good practice to type out the name of the GF account (in Additional Information section), so it is clear what spendable or endowment account you want this gift to go into.
- Restrictions or Benefits Received section is for anything special. You should talk to Ashley or Britta first if you have anything to add to this section.

### Who do I contact if I have questions regarding donations or GF accounts?

- Ashley Gardipe, CAHNRS Alumni & Development Office, [Ashley.gardipe@wsu.edu](mailto:Ashley.gardipe@wsu.edu), 509-335-2243.

### Who do I contact if I have questions regarding creating a new GF account or Gift Use Agreement?

- Britta Nitcy, CAHNRS Alumni & Development Office, [nitcy@wsu.edu](mailto:nitcy@wsu.edu), 509-335-6479

The CAHNRS Alumni & Development Office is here to help you. You can learn more about the team at: <https://cahnrs.wsu.edu/alumni/meet-our-team/>. Feel free to reach out to anyone on the team.

