



SCHOOL OF DENTISTRY

UNIVERSITY OF MINNESOTA

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Employee Donation Policy

As a valued member of the School of Dentistry's faculty and staff, you dedicate your time and talents on a daily basis to ensuring our school is a leader in dental education and a welcome place for everyone. Thank you for your service. YOU truly make a difference!

We are sincerely grateful to our many employees who have chosen to make a lasting impact by giving to our school through philanthropy. Thank you for this show of support that affirms your belief in the work we do every day.

The Development Office would like to ensure that employee donors understand University policy related to determining the use of donor dollars. The School of Dentistry follows University of Minnesota policy. University policy and the IRS dictate that a gift is voluntary, given for the use of the University, and that no benefits inure to the donor. In order for a gift to qualify as a charitable donation, the IRS requires that the donor cede control at the time the gift is made. Therefore, a donor should not be part of the decision-making process for how a fund is used (ex. a scholarship selection committee chooses the recipients of the award, not the donor).

Key points to note:

- The donor should not have signing authority for a fund for which she/he is the primary donor.
- Authorized signers are the CFO and Finance Director within the School.
- Approval authority should be at the next higher official and expenditures justifiable as in the best interest of the University.
- The donor should not be involved in making decisions in how the funds are spent from a fund to which the donor has made a contribution.

Questions? Please contact Ms. Nicki Black in the Development Office, 15-136 Moos Tower, at 612-301-6663 or black842@umn.edu.

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