



Gift Payment Methods

The following addresses the various types of payment methods the University of Oregon Foundation (Foundation) can accept, and any special processing considerations. Gifts received directly by a school, college or department, should be forwarded to the Foundation as soon as possible with a completed **Gift Transmittal** form and any documentation received from the donor. Typically, gifts are considered received on the date of arrival at the Foundation.

Checks

All checks should be made payable to the "University of Oregon Foundation." The ability to process checks made out to the University, departments or funds is subject to the discretion of the bank; however this is not a problem in most cases. Checks should be sent to the Foundation immediately upon receipt. Checks in excess of \$50,000 and all currency items should be hand-delivered. Checks to fund a deferred gift must be payable to the University of Oregon Foundation.

Cash (Currency and Coins)

Cash must be hand delivered to the Foundation. Large amounts of coins should be delivered in coin rolls. Rolls can be supplied by any bank.

Foreign Bank Drafts and Foreign Currency Gifts

Canadian dollar gifts may be accepted in any amount, and will be credited at the U.S. dollar exchange rates applicable to the week processed. Other foreign currency, checks and U.S. dollar drafts drawn on foreign banks may be accepted only if their value in U.S. dollars is greater than \$50.00. The bank will reject smaller amounts because banking fees charged may be greater than the value of the check. Foreign currency items other than Canadian currency are credited at U.S. dollar exchange rates applicable on the date the check is delivered to the bank.

Third-Party Checks

Checks made payable to third parties, such as faculty members or independent organizations, can be processed if endorsed by the payee on the back of the check: "pay to the order of the University of Oregon Foundation (with signature of payee)." Third party checks cannot be accepted to fund a deferred gift.

Credit Cards (VISA, MasterCard, American Express, Discover)

Donors wishing to make a credit card gift should be directed to the Foundation website. If a donor specifically wishes to make a gift by credit card but does not wish to use the online process, obtain the donor's card number, expiration date, and the amount of the gift and complete an **Electronic Payment** or **CC Change form**. The form should not be emailed. The information collected will be securely maintained and destroyed in a timely fashion as required by law.

Stocks, Mutual Funds, Other Securities

Marketable securities, including mutual fund shares, may be delivered to the Foundation either electronically, via post or in person. The Investment department (541.302.0286) can facilitate the transfer. Also, please provide notice to the Investment department of any potential stock donation; an electronic transfer may not include any donor identification. Closely held securities, interests in limited partnerships or other ownership forms may be accepted only upon specific approval. University

departments and development offices should contact Foundation Compliance (541.302.03330) to discuss the approval process.

Real Property

Gifts of real property may be accepted with prior approval of the Foundation upon completion of due diligence. The Foundation accepts gifts of real property provided the property is readily marketable. It is the Foundation's policy to convert gifts into cash as soon as practically and prudently possible to meet the needs and directives of the donors. University departments and development offices should contact Foundation Compliance (541-302.0330) to discuss the due diligence process.

Personal Property

Gifts of tangible personal property are best directed to the University to evaluate, hold and or dispose. When Foundation assistance is required to comply with donor designation for the gift, or other compelling reason, the Foundation will accept gifts of tangible personal property. It is the Foundation's policy to sell all tangible personal property as soon after receipt as reasonably feasible. University departments and development offices should contact Foundation Compliance (541.302.0330) to discuss the due diligence process.

Life Insurance

Gifts of life insurance may be accepted only if the Foundation has been named both owner and irrevocable beneficiary of the policy. University departments and development offices should contact Foundation Compliance (541.302.0330) to discuss the acceptance process.

Payroll Deductions

University employees may make donations through payroll deduction. A **Payroll Gift Deduction Request** form for this purpose is available from the University Annual Giving Office. Employees must sign a statement authorizing the deduction of a fixed sum from each of their paychecks to a valid gift fund. Employees may change or discontinue their deductions at any time by contacting the University Payroll Office. Payroll deduction donations are recorded by the Foundation on a monthly basis.

Direct Deposit, Wire Transfers

If a donor wishes to make a gift via a wire transfer, the department receiving the request should direct the donor to Foundation at (541) 302-0300. Information needed for the transfer include:

Donor's name and address

Name and location of the donor's bank which will initiate the wire transfer

Amount and intent of the gift

Expected date of transfer

Honoraria and Consulting Fees

An organization who is engaging a speaker or consultant may be directed by that individual to donate their honoraria or consulting fee to the University. In order to process gifts from sponsoring organizations, a letter from the organization must accompany the Gift Transmittal form, stating that: The donation is voluntary, not a payment. The amount of the donation was left to the donor's discretion. If this disclosure is not received, the organization making the donation will receive credit for the gift as opposed to the speaker or consultant. Faculty members are discouraged from donating to programs whose budgets they control.

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Any unauthorized reproduction, dissemination or disclosure is prohibited.

Note: Most royalties, honoraria, and consulting fees from the sponsoring organization to the University are not considered gifts, in accordance with IRS regulations, particularly if the publisher or organization writing the check is directed to "make a payment" to a particular gift account.