


<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And</b>
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<b>Chapter Name</b>			<b>Chapter No.</b>		<b>Page</b>
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<b>Issue</b>					
GUIDELINES FOR FACULTY AND STAFF GIFTS TO EASTERN MICHIGAN UNIVERSITY					

In order to maintain accepted University fiscal and budgetary standards and to avoid either misunderstanding or misinterpretation relative to federal income tax deductibility and Michigan Income Tax Credit of contributions to University accounts, the following guidelines are established:

All gifts must be processed through the EMU Office of Development for proper recording of fund and gift purpose as well as acknowledgement.

Gifts to be designated to specific funds should list the funds and the gift purpose.

Gifts to departments, divisions or colleges must be used to supplement the general objectives of the University and they must be strictly accounted for as if they were general funds.

Gifts cannot be restricted in such a way as to result in personal benefit to the donor.

Equipment purchased by gifts becomes the property of the University and must be so inventoried and listed.

<b>Authority for Creation or Revision</b>
Minutes of the Board of Regents, September 22, 1976: para. .1692M.