

Applicable Employee Classes: All Florida Tech Employees	Reviewed Date: June 2018	Approved by:  Dr. T. Dwayne McCay, President
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POLICY FOR GIFTS, DONATIONS AND SPONSORSHIPS TO EXTERNAL PARTIES

Introduction

The majority of funding for the Florida Institute of Technology comes from student tuition payments and contributions from donors. The expectation is that all funds received be used to support the mission of the University. The University’s tax exempt status is dependent on the commitment to donors’ intent, mission-related use of funds and the absence of conflict of interests.

As such, gifts, donations and sponsorships from University funds, from any source or funds, to non-University individuals or entities are strictly limited as defined by this policy. This limitation also applies to the provision of University goods or services, or use of University spaces or facilities at no charge or for reduced rates.

In rare circumstances where gifts or donations are permissible, such gifts or donations may be subject to financial, accounting and tax requirements as administered through the Controller’s Office.

Donations of University Funds

University funds from any source shall not be donated, transferred or otherwise given to external individuals or entities, nor applied to their obligations, for any purpose other than to advance a specific goal that is central to the University’s mission. Determinations as to whether a donation or transfer is permissible must be made in advance by submitting a request and justification to the University President.

Items given as gifts or mementos (e.g., mugs, clothing, pens, or University logo items) that are of minimal value (\$35 or less) may be provided to non-University individuals as a sign of appreciation or for participation in a University activity. Formal approval is not required in such circumstances

Donations of University Goods, Services or Resources

Providing University goods or services to non-University individuals or entities in lieu of money (“in kind”) is prohibited except where such provision supports or achieves a mission-related goal. Likewise, University resources, spaces or facilities may be provided at no charge or for reduced rates to external individuals or entities, or for external activities or projects, **only** to support or achieve a mission-related goal. Determination as to whether a mission-related goal is supported or achieved must be made in advance and approved by the University President.

Examples of possibly appropriate use of University resources include support for campus programs organized and run by approved University student groups and academic units, support for Academic Senate activities, and co-sponsorship of activities with recognized alumni or community groups.