



## **Procedures for Processing Gifts, Grants, and Matching Funds through The University of Texas Foundation**

The University of Texas Foundation (UTF) is a 501c(3) organization that was created in 1967 to receive gifts and grants to The University of Texas System components in cases where the donor cannot give directly to institutions defined under IRC Section 170. UTF may accept the funds on behalf of the UT institutions for support of the intended programs. Below are guidelines for working with UTF to respect the intent of donors and ensure accountability for gifts and grants received through this avenue. Please note that it is not possible to address every unique circumstance; therefore, if questions arise please feel free to contact us.

In all cases, the main things to remember are: if you plan to use UTF's status as a 501c(3) public charity, the funds must be requested in UTF's name; a UTF employee must sign for or confirm any transaction; and the money must be deposited into a UTF account. This is for the protection of UTF's nonprofit status, to protect the donors that need to donate to a public charity to meet their internal requirements, and to protect employees of UT institutions. It is fraudulent for anyone, other than staff, to represent themselves as a UTF employee.

### **GRANTS**

On grant applications using ID No. 74-1587488, the formal name of the applicant must be The University of Texas Foundation, and all other entity information must reference UTF. Information specific to the proposed program should reference the UT institution that will ultimately receive the funds. Much of the information about UTF is available at [www.utxf.org](http://www.utxf.org); however, Sheri DeSpain can help to

customize break-outs of financial information to meet the requirements of some application formats.

All funds solicited using the UTF ID number must come to the Foundation for deposit. Checks sent directly to the lockbox are the preferred method of payment, as there is generally more information available with a check. ACH or wire transfer is available if the donor offers no alternative method of payment. For electronic transfer instructions, please contact UTF.

Any item that requires signature (even if electronic) must be reviewed and approved at the Foundation before submission, this includes applications and final grant documents.

An officer of the Foundation must be listed as the primary contact on grant applications and be the primary signatory on those that require signatures. Usually there will be a section on the application that will allow contact information for an Institution employee for reporting purposes.

No one at an Institution may represent themselves as a Foundation employee.

UTF is to set up all vendor accounts of any type.

Once a grant is approved by the donor, the Executive Director/Chief Financial Officer of UTF will review any grant documents, consult with the relevant UT institution about any unusual terms/conditions, and sign the paperwork as the formal recipient. The funds are deposited to a UTF account, and an ACH transfer is then released from UTF to the UT institution that houses the funded program.

As part of this process, a sub award (or gift agreement), to be prepared by the Institutions, will be required for successful grants. Examples are available.

If you should deposit a UTF check in error, please return the funds to UTF as soon as possible. UTF personnel will work with you to get the address changed going forward and will send the funds to the Institution's account by ACH as soon as possible, usually in less than one business week.

## **MATCHING**

The proliferation of Matching and Grant accounts under the UT Foundation ID number has led to a widespread decentralization problem. To combat the ongoing issue:

All account set-ups that require a 501c3, and related documentation of IRS status, need to be done by UTF staff. Requests should be sent to [matching@utxf.org](mailto:matching@utxf.org). Password and log-in information will be shared with the Institutions, allowing access to all Institution-specific information.

All certifications, confirmations and attestations made via online matching portals for matching accounts utilizing the Foundation's tax ID number must be done by a Foundation employee.

All matching funds requested through this process must come to the Foundation for deposit. (In general, the matching organizations do not require the initial donation to come to UTF.) Checks sent directly to the lockbox are the preferred method of payment as there is generally more information available with a check. ACH or wire transfer is available if the donor offers no alternative method of payment. For electronic transfer instructions, please contact UTF.

A weekly report is sent to the Institutions outlining all confirmations done on their behalf.

In addition to the above functions, UTF matching staff has identified funds that are coming through the Foundation that can go directly to the Institutions. UTF staff tries to have these accounts moved directly to the Institution, but may need assistance from Institution staff to do so.

## **BANKING INFORMATION AND CONTACTS**

### **LOCKBOX-used for flow through checks only**

The University of Texas Foundation  
PO Box 2356  
San Antonio, TX 78298-2356

We do have the ability to deposit checks at our offices for those donors that will not mail to a lockbox. See below for general PO Box.

### **Mailing Instructions**

The University of Texas Foundation  
PO Box 250  
Austin, Texas 78767-0250

**UTF sends all funds collected to the Institutions weekly by ACH. Full supporting documentation is provided to the contact name supplied by the Institutions. If you have any questions feel free to ask any one of us.** The Foundation was created to serve the Institutions of the UT System. Thank you for your cooperation and support.

Sheri DeSpain, Chief Financial Officer [sdespain@utxf.org](mailto:sdespain@utxf.org) — Financial information needed for grants, gift acceptance, scholarships, Board liaison, annuities, reviews and signs grant applications and finalized documents

Catherine Bigler, Office Manager [cbigler@utxf.org](mailto:cbigler@utxf.org) — Accounts Receivable and Payable, sub award agreements, gift receipts, general Foundation information, documentation for grants

Kathy Cothran and Margie McVey, Matching Gift Coordinators [matching@utxf.org](mailto:matching@utxf.org) — Matching gift confirmations, requests, and documentation

As everyone is a part-time employee it is best to copy Catherine and Sheri on general and financial requests.

Phone 512-473-8985