



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 02.01, **Office of Institutional Advancement Relationships and Responsibilities**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure is to set forth Texas Tech University Health Sciences Center policies and procedures related to Office of Institutional Advancement relationships with other offices at Texas Tech University Health Sciences Center and Texas Tech Foundation, Inc.

Another purpose, related to the above subject, is to set forth clearly the responsibilities of the Office of Institutional Advancement, HSC Accounting Services, and Texas Tech Foundation, Inc.

**REVIEW:** This Health Sciences Center Operating Policy and Procedure will be reviewed on April 1 of each even-numbered year (ENY) by the Vice Chancellor for Institutional Advancement (VCIA). Changes regarding financial procedures will be made with the concurrence of the Executive Vice President for Finance and Administration.

### **POLICY/PROCEDURE:**

1. **Relationship between Texas Tech University Health Sciences Center and Texas Tech Foundation, Inc.**
  - a. **Purpose of Texas Tech Foundation, Inc.** Texas Tech Foundation, Inc. (TTFI) is organized and operates exclusively to support and promote all colleges, schools, programs, and campuses of Texas Tech University and Texas Tech University Health Sciences Center (TTUHSC); to seek and obtain gifts for such institutions; and to receive, hold, invest, and administer property of any kind, type, or nature for the benefit of the institutions; and to make expenditures to or for the benefit of them. The TTFI and the VCIA will set policies for prospect management and solicitation that apply to all fundraising units in the TTU System.
  - b. **Application of Operating Policies and Procedures.** The operating policies and procedures concerning the Office of Institutional Advancement at TTUHSC apply to all Offices of Institutional Advancement at TTUHSC, including those located at campuses not located in Lubbock, Texas. The operating policies and procedures concerning the Office of Institutional Advancement at TTUHSC shall also apply to TTFI, unless expressly stated otherwise.
2. **General Division Responsibilities.**
  - a. **TTU System Office of Institutional Advancement.**
    - (1) The Central Office of Institutional Advancement is responsible for soliciting, coordinating, approving, and reporting all fund raising from the private sector. This includes both projects and proposals initiated by the Office of Institutional Advancement and those initiated elsewhere in TTUHSC and its related corporate entity. To fulfill its mission, the Office of Institutional Advancement must be kept informed in a timely fashion on all actions related to fundraising. Further, all solicitations must be cleared through the VCIA prior to asking anyone for money.
    - (2) The Central Office of Institutional Advancement is responsible for performing certain support functions for TTFI. This includes receiving, receipting, acknowledging, and reporting gifts received by TTFI.

- (3) Gifts to TTUHSC and to TTFI shall be receipted by the Central Office of Institutional Advancement, forwarded to the Office of the Bursar, and reported to the President and the Chancellor. The Vice Chancellor for Institutional Advancement (VCIA) is responsible for preparing Board of Regents agenda items relative to gifts to TTUHSC.
- (4) Reporting as referenced in sections (1) through (3) above shall include monthly reconciliation of gift totals to the accounting records of the institution. This monthly reconciliation shall be produced by HSC Accounting Services.

b. **Fiscal Affairs.**

- (1) The chief fiscal officer of TTUHSC, the Executive Vice President for Finance and Administration (EVPFA), in cooperation with the HSC Office of Institutional Advancement, will establish the procedures used for accounting and disbursement of all gifts. The EVPFA has the authority and responsibility for approving the procedures used for receipting, accounting, and disbursement of all funds handled by TTUHSC employees.
- (2) HSC Accounting Services is responsible for maintaining official TTUHSC fiscal records; assuring that all cash is receipted by TTUHSC in a manner consistent with the requirements of state law; and assuring donors, the Board of Regents, the President, the Chancellor, and the State Auditor, that all TTUHSC funds are expended as required by the stipulations imposed by the donor, the Board of Regents, generally accepted accounting principles, and the laws of the State of Texas.

In accordance with the agreement between TTUHSC and TTFI, TTFI Fiscal Affairs maintains the official books of TTFI accounts held by TTUHSC as agency funds. TTFI Fiscal Affairs will notify the Central Office of Institutional Advancement of all private gifts to TTUHSC received by that office. TTFI Fiscal Affairs maintains fund management policies related to the handling of gifts to TTUHSC and reports this policy to the Central Office of Institutional Advancement.

c. **All Divisions.**

- (1) All offices of TTUHSC, including faculty, staff, students, student organizations and the related corporate entity are responsible for coordinating and clearing all fund raising projects funded by individuals, foundations, and corporations before the fact in writing. Note: A specific policy for submitting proposals to corporations and foundations is available in the Central Office of Institutional Advancement from the Director of Corporate and Foundation Relations.
- (2) All offices are responsible for forwarding any gifts received to the HSC Office of Institutional Advancement for receipting and reporting purposes.
- (3) Appointments to development advisory boards within the schools and units shall be submitted to the HSC Associate Vice Chancellor of Institutional Advancement prior to the individual being asked to serve on said board to avoid duplication in membership on the boards. Additionally, a current list of the membership of advisory boards shall be provided to the Associate Vice Chancellor annually by October 1.