

**Washington State University**  
**CAHNRS & WSU Extension Office of Alumni and Development**  
**Donation Process**

**FUNDRAISING FOR CAHNRS and WSU EXTENSION**

The mission of the Office of Alumni and Development is to support the tradition of excellence of the teaching, research and extension endeavors of the College of Agricultural, Human, and Natural Resource Sciences and WSU Extension by generating private contributions to supplement the College's state and federal revenues.

**DIFFERENCE BETWEEN A GIFT AND A GRANT**

A gift is a voluntary contribution to the University. A contribution is defined as a gift when all of the following conditions apply:

- Funds are given irrevocably.
- The donor does not require that goods or services be forthcoming from WSU as a condition (implied or otherwise) of the contribution.
- Rights to any publication, inventions and patents resulting from use of such funds reside with WSU.

If, according to these criteria, a contribution is determined not to be a gift, it should be processed through your CAHNRS Business Center as a grant.

**WHEN YOUR OFFICE RECEIVES CASH DONATIONS**

1. Complete a gift transmittal form. Form is at link:  
<http://public.wsu.edu/~forms/PDF/BPPM/30-70-10.pdf>
2. Please contact your department administration for the 17A account to credit.
3. Attach a copy of all correspondence that was received with the gift or sent by the donor explaining the gift.
4. Attach the check.
5. Make a copy of the gift transmittal and the attachments for your records.
6. Hand-carry the gift transmittal, check, and attachments to the Office of Alumni and Development in Hulbert Hall Room 221. (Off campus offices can mail to PO Box 646228, Pullman, WA 99164-6228)

We will record the donation, make copies for files, and deliver the donations to WSU Foundation Gift Accounting. A receipt is sent by the WSU Foundation to the donor as proof that the gift was received and deposited as requested. A thank you letter is sent and departments are encouraged to send a thank you letter for donations also.

**WHEN YOUR OFFICE RECIEVES NON-CASH GIFTS** (a.k.a. in-kind gifts)  
EVERY gift to CAHNRS or Extension is important – to the departments, to the college, and to the donors who made the gift. **We can't thank donors if we don't know they made a gift!** So please help us by letting us know when you've received an in-kind gift.

1. Complete a non-cash gift transmittal form. Form is at link:  
<http://public.wsu.edu/~forms/PDF/BPPM/30-70-11.pdf>
2. Please contact your department administration for the 17A account to credit.

3. Attach a copy of all correspondence that was received with the gift. We must have a letter from the donor stating what they are donating and what they state the value is.
4. Include an itemized price list or receipt or include a packing slip or proof gift was received.
5. If the value is \$5,000 or above an independent appraisal is needed.
6. Make a copy of the gift transmittal and the attachments for your records.
7. Hand-carry the gift transmittal, check, and attachments to the Office of Alumni and Development in Hulbert Hall Room 221. (Off campus offices can mail to PO Box 646228, Pullman, WA 99164-6228)

### **Expenditures from 17A Accounts:**

Gift funds (17A accounts) shall be expended through the use of standard University forms and procedures for the expenditure of public funds (e.g. purchase requisitions, travel expense vouchers, invoice vouchers, etc.). Contact your CAHNRS Business Office for more information. Contact the Office of Alumni and Friends for assistance concerning gifts or establishing new 17A accounts.

### **FOR MORE INFORMATION**

Please call us with questions regarding fundraising, acceptance and management of gifts, gift transmittals, and acknowledgements to CAHNRS or Extension. Or drop by and visit us anytime! Learn more about Alumni and Development at [www.cahnrsalumni.wsu.edu](http://www.cahnrsalumni.wsu.edu).

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#### Gift Transmittals, Acknowledgements and Gift Processing

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