



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

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

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

**REVIEW:** This Texas Tech University Health Sciences Center El Paso 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 Chief Financial Officer or designee

### **POLICY/PROCEDURE:**

1. **Relationship between Texas Tech University Health Sciences Center El Paso 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 El Paso (TTUHSC El Paso); to seek and obtain gifts and private grants 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 El Paso apply to all Offices of Institutional Advancement at TTUHSC El Paso, including those located at campuses not located in El Paso, Texas. The operating policies and procedures concerning the Office of Institutional Advancement at TTUHSC El Paso 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 El Paso 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 including grant proposals and communications with private organizations must be cleared through the VCIA

prior to asking anyone for money or other forms of in-kind donations.

- (2) The Central Office of Institutional Advancement is responsible for performing certain support functions for TTFI. This includes receiving, receipting, acknowledging, and reporting gifts, and private grants received by TTFI.
- (3) Gifts and grants to TTUHSC El Paso 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 HSCEP Accounting Services.

**b. Fiscal Affairs**

- (1) The chief fiscal officer of TTUHSC El Paso, the Chief Financial Officer or designee for Finance and Administration (CFOFA), in cooperation with the HSCEP Office of Institutional Advancement, will establish the procedures used for accounting and disbursement of all gifts. The CFOFA has the authority and responsibility for approving the procedures used for receipting, accounting, and disbursement of all funds handled by TTUHSC El Paso employees.
- (2) HSCEP Accounting Services is responsible for maintaining official TTUHSC El Paso fiscal records; assuring that all cash is receipted by TTUHSC El Paso 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 El Paso 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 El Paso 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 and grants from private organizations to TTUHSC El Paso received by that office. TTFI Fiscal Affairs maintains fund management policies related to the handling of gifts to TTUHSC El Paso and reports this policy to the Central Office of Institutional Advancement.

**c. All Divisions.**

- (1) All offices of TTUHSC El Paso, 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 and grants received to the HSCEP Office of Institutional Advancement for receipting, reporting, and stewardship purposes.

- (3) Appointments to development advisory boards within the schools and units shall be submitted to the HSCEP Assistant 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 Assistant Vice Chancellor annually by October 1.