



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 02.07, **Disclosure of Certain Gifts from Foreign Persons**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure is to assure that Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) complies with federal law requiring disclosure to the Secretary of the Department of Education of certain gifts made to TTUHSC El Paso from foreign persons or agents.

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 will be made with the concurrence of the Chief Financial Officer or designee and the Vice Chancellor and General Counsel.

POLICY/PROCEDURE:

1. Any TTUHSC El Paso faculty member, staff member, student, or student organization who is approached by a potential donor who is either a foreign source or a representative of a foreign source must immediately contact the VCIA with the following information about the potential gift:
 - a. Name of the donor;
 - b. Value or amount of the gift;
 - c. The date of the gift;
 - d. The country of citizenship or, if unknown, the principal residence for a foreign source who is an individual; and
 - e. Any restrictions or conditions placed on the gift by the donor and whether any other donors have attempted to impose similar conditions upon their gifts within the current calendar year.
2. If the gift is accepted by TTUHSC El Paso, the VCIA or designee will be responsible for the filing of the disclosure statement with the Secretary of the Department of Education, in accordance with 20 U.S.C. §1011f. TTUHSC El Paso shall submit a foreign source gift report to the Secretary of the Department of Education's Federal Student Aid (FSA) Case Management Team no later than the January 31 or July 31 (whichever is sooner) following the receipt of the gift from a foreign source valued at \$250,000 or more, either alone or when considered in combination with all other gifts from that foreign source within a calendar year.
3. Definitions:
 - a. "Gift" means any gift of money or property to TTUHSC El Paso.
 - b. "Foreign Source" means a foreign government or any agency thereof, a legal entity created under the laws of a foreign state; an individual who is not a citizen or national of the United States or a trust territory or protectorate thereof or an agent acting on behalf of a foreign source.