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**Subject: Accepting Gifts of Building Materials**

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## **1. Purpose**

The university, recognizing the value of gifted building materials for construction projects and wishing to take advantage of the benefits derived from the gifting of materials, has established a procedure for the acceptance of such materials. The procedure was developed to provide uniform acceptance guidelines that meet federal, state, and university regulations.

## **2. Policy**

Gifts of building materials for university construction projects may be accepted if the donated materials meet university and state specifications for the project for which they are donated. THE ACCEPTANCE OF GIFTED MATERIALS AND ARRANGEMENTS FOR RECEIVING SUCH MATERIALS MUST BE APPROVED BY THE OFFICE OF UNIVERSITY DEVELOPMENT AND THE CAPITAL DESIGN AND CONSTRUCTION DEPARTMENT (CDCD) FOR CAPITAL PROJECTS OR THE PHYSICAL PLANT DEPARTMENT (PPD) FOR NON-CAPITAL PROJECTS PRIOR TO THE COMPLETION OF CONSTRUCTION DOCUMENTS FOR THE PROJECT FOR WHICH THEY WILL BE DONATED. In the event the gifted materials are offered after the start of construction, the Office of University Development in consultation with the CDCD or PPD will determine whether or not the material can be accepted.

This procedure is an addendum to the procedure for receiving and recording of university gifts and relates only to gifts of building materials.

## **3. Procedures**

### **3.1 Notification of Potential Donation**

The potential recipient of a donation must inform the Development Office that they plan to solicit (receive) a donation that is to be incorporated into a building project.

### **3.2 Determine Material Specifications**

SOLICITED DONATION: Prior to seeking a donation, the person requesting the gift should discuss the specifications for the item with CDCD for capital projects or PPD for non-capital projects and provide the potential donor with the project requirements and material specifications.

UNSOLICITED DONATION: If an unsolicited donation is offered, the potential recipient should request the exact specifications for the donated materials and send them to the CDCD or PPD to be compared against project specifications and university and Commonwealth standards.

### **3.3 Approval of Material Specifications**

CDCD or PPD reviews the submitted documentation for the donation and accepts or rejects the material specification based on the project design requirements. Notification of review findings is sent to the potential recipient requesting the review. The potential recipient sends notification as to acceptance to the donor and the Development Office. If the donation meets project specifications, CDCD or PPD will include in their notification any requirements for additional submittals (shop drawings, for example).

### **3.4 Offer to Donate Material**

The donor with the advice of the Development Office offers in writing the gift of material to the Virginia Tech Foundation, Inc. The offer of a gift must include a description of the material along with the gift value. The value placed on the gift by the donor will be used for gift recording purposes.

### **3.5 Acceptance of Donation**

The building user or entity responsible for the financial obligations incurred for construction agrees to accept the donation after determining that the gift meets specifications or other submittals previously approved for acceptance by CDCD or PPD and forwards a letter of acceptance along with approval to the Development Office. The Development Office officially accepts the gift, conditioned upon receipt of any other material requested by CDCD or PPD. Copies of acceptance will be sent to CDCD or PPD and the building user or responsible entity.

### **3.6 Receipt of Donation**

The CDCD or PPD is responsible for the inspection of donated materials at time of delivery to ensure compliance with submittals and monitors storage and delivery of materials to the job site.

## **4. Definitions**

## **5. References**

Directive from President, "Procedure for Routing and Recording Gifts," January 1981.

## **6. Approval and Revisions**

Approved July 12, 1989, by Executive Vice President and Chief Business Officer, Minnis Ridenour.

- Revision 1

Offices responsible for approving gifted materials and arrangements changed from Development Office and Office of University Architect/Facilities Planning to Office of University Development and Department of Capital Design and Construction for capital projects and the Office of University Development and the Physical Plant Department for non-capital projects.

Approved June 19, 1999, by the Executive Vice President, Minnis E. Ridenour.

- Revision 2

References to UA/FP changed to Capital Design and Construction Department (CDCD) or Physical Plant Department (PPD) throughout document.

Approved May 8, 2002 by the Vice President for Administration and Treasurer, Raymond D. Smoot, Jr.