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Gift/Charitable Contribution Processing [1]

In Brief

- At CU, processing donor contributions in the form of cash – including checks, credit cards, or other forms of currency – requires that deposits be handled through the campus Designated Advancement Office instead of through the Bursar's Office.
- Top areas of concern are: (1) understanding that the CU Foundation has been designated as the primary recipient of gifts given for the benefit of the University (even if the payee is identified as a specific campus department), and (2) understanding when exceptions apply (e.g., for fundraising events).

Quick Look

Procedural Statement - *effective date: 09/04/2026*

General Requirements

These procedures set forth University requirements for processing gifts/charitable contributions in the form of cash, including checks, credit cards, or other forms of currency. To handle electronic transfer of marketable securities, such as stocks, bonds, and mutual funds, complete the CU Foundation's Stock/Wire Intake form [2]. For questions, contact the University of Colorado Foundation (CU Foundation) Gift Management team at gifts@cufund.org [3].

Per Regent Policy 13.F, the CU Foundation is designated as the primary recipient of all gifts given for the benefit of the University, except as provided in these procedures.

Gift Instrument Payee Identification

All gifts of cash and all gifts transferred by gift instrument (including wills, bequests, stock transfers, or other written transfers of title or ownership) shall be directed to the CU Foundation and deposited in an account owned or controlled by the CU Foundation.

This process applies whether the payee on the gift instrument is the University of Colorado Foundation, the University of Colorado, or a specific campus unit at the University. Furthermore:

- Payee/other information on the check or other gift instrument may not be modified.

- Only the CU Foundation may endorse a check that was received as a gift.

Gift Deposit Procedures and Responsible Offices

For general information on cash handling procedures, including security and timelines for making deposits, see the Accounting Handbook chapter on Cash Control [4].

When cash is received as a gift, the deposit is handled through the campus Designated Advancement Office as opposed to through the campus Bursar's Office.Each campus must identify a Designated Advancement Office (DAO) within the campus Office of Advancement. The DAO serves as the central office for handling cash gifts. Each DAO includes at minimum one employee and one back-up employee who are fully trained in gift handling policies and procedures.

DAO contact information for each campus is as follows. For questions, contact the CU Foundation Gift Management team at gifts@cufund.org [3].

- CU Boulder - 1202 University Avenue
- CU Colorado Springs - Main Hall #304
- CU Denver - 1380 Lawrence Street #1201
- CU Anschutz - 13001 E 17th Place #WG112
- CU System - 1800 Grant Street #725

Campus employees hand-deliver to the DAO all gifts/charitable contributions (as described above), along with a completed Cash Receipt-Gifts form [5] and all accompanying documentation (donor description, envelopes, remittance forms, and other correspondence or forms).

- Checks and money orders must be attached to their supporting documentation with paper clips or binder clips – not staples.
- All gift deposits must identify a CU Foundation designation (fund number). If an organizational unit does not have a CU Foundation designation, contact the CU Foundation at accounting@cufund.org [6].

Special Notes on Processing Credit Cards

For PCI (Payment Card Industry) compliance, contributions made on credit cards must be processed through the CU Giving website, https://giving.cu.edu [7]. This is a secure giving portal for accepting credit card gifts.

In instances where online credit card giving is not feasible, employees will refer the donor to the CU Foundation Gift Management team at gifts@cufund.org [3].

Review and Reconciliation

University employees will verify and reconcile their gift deposits using CU-Data/Cognos. For access to the system, email accounting@cufund.org [6].

Processing Times

As a general rule, the CU Foundation at 1800 Grant St., Denver, reviews and processes gifts within two business days of receiving them. In addition, the office sends a tax receipt to the donor on the next business day after processing.

Revision Log

- Updates 9/4/26: Added electronic transfer guidance and DAO contact information, updated credit card PCI compliance requirements, redirected questions to gift management team, miscellaneous additional edits to financial reporting system, etc.
- Supersedes Accounting Handbook Gift/Charitable Contributions Processing procedures dated 7/11/2017.

Questions?

Questions about these procedures should be directed to the CU Foundation Gift Management team at gifts@cufund.org [3].

Exceptions

These procedures do not apply to the following funds:

- Funds derived from fundraising events (see the Accounting Handbook procedures for Fundraising Events [8])
- Fund 35 gifts from CU Medicine, Children's Hospital Colorado Research Institute, and University Hospital (consult with the CU Denver l CU Anschutz Controller)
- Boulder campus scholarships and other financial aid transferred through a credit union arrangement (contact the Boulder Campus Financial Aid Office)
- Ticket sales by the University where there is a gift component (contact the appropriate ticketing office, e.g., Athletics, CU Presents)
- Gifts-in-kind (see the Accounting Handbook procedures for Gifts-in-Kind [9])
- Instruments transferring any interest in oil, gas, mineral, or water rights (contact the Office of University Treasurer)
- Any gift to a University-endowed fund currently in existence or any gift where an historical pattern of giving represents intent by the donor for the University to manage the gift (contact the Office of University Treasurer)
- Any other gift where evidence of donor intent rebuts the presumption above that all cash gifts to the University will be processed by the CU Foundation (the campus controller

may consult with the CU System Office of University Counsel as appropriate)
- Any other gift with respect to which the University President determines that transfer to the CU Foundation does not serve the good of the University (contact the Vice President for Advancement)

Unless approved by the Associate Vice President & University Controller, there are no other exceptions to this procedural statement. Requests for exceptions must be submitted through the appropriate campus controller's office [10].

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Source URL:https://www.cu.edu/controller/procedures/accounting-handbook/giftcharitable-contribution-processing

Links
[1] https://www.cu.edu/controller/procedures/accounting-handbook/giftcharitable-contribution-processing
[2] https://forms.monday.com/forms/17b7c115ab53762efcefab3febb56f98?r=use1 [3] mailto:gifts@cufund.org [4] https://www.cu.edu/controller/procedures/accounting-handbook/cash-control
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