

### **Restricted Cash Gift Agreement (AG-101) Instructions**

The Restricted Cash Gift Agreement is a formal agreement document for acknowledgment of gifts to Texas A&M AgriLife Research, Texas A&M AgriLife Extension or Texas Veterinary Medical Diagnostic Lab. Please select the agency from the dropdown menu.

#### **Monetary (cash) Gifts**

In order to qualify as a gift, the Donor may not stipulate any type of deliverable or other performance (e.g. specific accomplishments, periodic or performance reports, etc.) as a requirement of receipt of the gift. Inclusion of deliverables or other performance would constitute a restriction and would require the use of a Memorandum of Agreement and Understanding or Fixed Price Contract as appropriate. The Donor may request that the gift be used for a specific Agency purpose or program and the Agency will use all practical efforts to comply with this request.

Other provisions and instructions relating to this form and administration of sponsored agreements may be found in TAMUS Regulation [15.01.01](#), and [21.05.01](#).

Following is a brief explanation of the components required for completion of the form:

A space is provided to specify the Recipient Agency and the Donor's name and address.

1. The mutual agreement between Donor and Recipient
2. Space for the Donor to request a specific purpose or program for which the gift is to be used, as long as there is no imposition of deliverable or other performance restrictions as discussed above.
3. Space for the Agency unit affiliation.
4. Instruction and space for the payment and submission of cash gifts to the appropriate agency. The agency above will fill in automatically. Dropdown will automatically match the selected agency at the top of the page.
5. Conditions of acceptance.

#### Routing and approval requirements

Signatures and information: All signatures must be obtained to make the funding available.

- Accepted by donor
  - Original signature of the donor or the donor's authorized Representative and date - *required*
  - Printed name of the Signer and Title-*required*
  - Donor or Representative's Telephone number-*required*
  - Email address
- Accepted by Agency
  - Unit Head Signature and Date-*required*
  - Unit account to receive funds- *required*

Submit the Restricted Gift Agreement to the Texas A&M AgriLife Research, Texas A&M AgriLife Extension or Texas Veterinary Medical Diagnostic Lab – Cash Management Office for processing.