

### **Unrestricted Cash Contribution Agreement (AG-102) 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 an unrestricted cash contribution, 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. **In addition, The Donor may not request that the contribution be for a specific Agency purpose or program.** In that instance, a restricted gift agreement (AG-101) should be used.

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 some components required for completion of the form:

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

1. Certifies that funds are not program specific or have any type of deliverables or expected returns.
2. Space for the Agency unit affiliation.
3. Instruction and space for the payment and submission of contribution to appropriate agency.
4. Certifies condition of acceptance.

Routing and approval requirements

Signatures and information: All applicable signatures must be obtained before funds are made 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 – Banking & Receivables Office for processing.