

Unrestricted Cash Contribution Agreement (AG-102) Instructions

The Unrestricted Cash Gift Agreement is a formal agreement document for acknowledgment of unrestricted 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 gift, the Donor may not stipulate any type of deliverable or other specific performance (e.g. specific accomplishments, periodic or performance reports, etc.) as a requirement of receipt of the gift. Inclusion of deliverables or other specific performance would constitute a restriction and would require the use of a sponsored agreement, collaboration agreement, or other agreement 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 and do not have any type of deliverables or expected returns.
2. Space for the Agency Department, Unit, Center, or District affiliation.
3. Instruction and space for the payment and submission of contribution to appropriate agency. The agency above will fill in automatically. Dropdown will automatically match the selected agency at the top of the page.
4. Donor represents and warrants it is not an entity associated with a country on the U.S. Department of Commerce's foreign adversaries list under [15 C.F.R. § 791.4](#).
5. 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 Unrestricted 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.