

Contract Office

Related Forms: AG-100, AG-101, AG-102, AG-103, and AG-207

flow chart gift processing



notification and forms

The PI is notified by the donor of their intent to provide a gift.

The PI then completes AG-100, and either AG-101, AG-102, or AG-103 depending on the type of gift.

The PI then submits the paperwork to the donor for signature.



donor and unit approval

If the donor returns the forms to the PI, the PI should then forward the forms to their Unit Head for Approval.

If the donor forwards the forms to the AgriLife Contract Office, the forms will be logged, and then forwarded to the Unit for approval.



administrative services

The Unit then returns approved gift forms that have an associated check to the AgriLife Cash Management Office with AG-207 Deposit Form, for the check to be deposited.

The Unit returns approved gift forms to the AgriLife Contract Office if it is either a non-cash gift, or if the funds have not been received. Forms will be held until the funds are received.

AgriLife Cash Management records the receipt of the funds, and forwards the gift forms and a copy of the deposit for the AgriLife Contract Office to verify the account, and route the gift forms for administrative approval.

The AgriLife Contract Office generates a thank you letter to the donor, and mails the letter and a copy of the fully signed gift form back to the donor for their records.

A copy of the fully executed gift forms are emailed to the PI and Unit for their records.

The gift is entered into the Contract Office database for reporting purposes to The Texas A&M University System Board of Regents.