

# Contract Office

Related Forms: [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 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 AgriLife Reporting, the forms will be 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 AgriLife Reporting if it is a non-cash gift.

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

AgriLife Reporting 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 scanned into Laserfiche.

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