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.

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.

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 can also deposit the check themselves utilizing ipayments.

The Unit returns approved gift forms to AgriLife Reporting if it is a non-cash gift.

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.

Texas A&M AgriLife Administrative Services Reporting: Gift Processing Flow Chart: Revised: January 2023