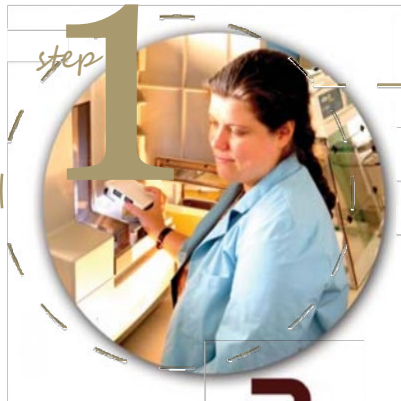


Reporting Office

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

flow chart

gift processing



notification and form

- 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 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.