



UNIVERSITY of VIRGINIA

Employee Donor Statement

(When an employee is making a donation to his/her own department)

I, _____, wish to donate/have made a donation of \$ _____ to the Department of _____ to support the department's (or my) research or other program in _____. It is my intention that the funds will be used to support _____.

I understand that:

These funds must be used to support activities that are consistent with the University's missions and must be expended in a manner that is consistent with applicable laws and regulations. By no means can the work or activity that is supported by these funds be commingled with personal and professional activities of a commercial nature that are external to my University appointment.

The account in which these funds are deposited will be under the control of the department head, departmental business officer, or some other official who is not under my supervision and she/he will have responsibility for the disposition of the funds.

The University of Virginia retains ultimate discretion over the use of contributed funds, and its fiscal policies will govern disbursement of said funds.

If scholarships/fellowships are to be awarded from these funds, the recipients of the awards will be selected by a committee appointed by the department head and cannot be awarded to me or to members of my family.

The gift funds cannot be directed to students or to other employees who are involved in my personal activities or my professional activities of a commercial nature.

To avoid the appearance of conflict of interest, these funds may not be applied to any portion of my salary or to travel or entertainment expenses in which I participate, unless the travel is exclusively for University-related business.

Federal tax regulations provide that a gift may not be fully deductible if there is a direct or indirect personal benefit to the donor. I understand that I should consult with a personal tax advisor to determine if my donation is a deductible charitable contribution.

DONATED:

ACCEPTED:

Donor

Date

Dean/Department Chair*

Date

Original completed forms should be maintained by the unit business manager and/or other independent department official.

* By signing, the dean or department chair affirms that any expenditures paid from this gift are for the support of the University of Virginia's mission.