



Operating Protocol & Procedure

Details:

Number: 153

Title: Fund Transfer Agreement for Monetary Awards or Donations

Category: Governance, Organization, and Institutional Effectiveness

Office of Primary Responsibility: Grants & Resource Development

Approval Date: 3/13/17

Effective Date: 3/13/17

Revised:

Purpose:

To establish guidelines for prompt transfer of monetary awards and donations that are given to the college (PCC).

Applicability:

All employees and student organizations

Definitions:

Grant - A type of financial assistance awarded to Pueblo Community College for the conduct of research or program activities as specified in an approved proposal for stated purposes or activities carried out with no substantial involvement anticipated between the College and the funding agency.

Gift or Donation - A gift or donation is any item of value given to the College by a donor who expects nothing significant of value in return, other than recognition and disposition of the gift in accordance with the donor's wishes.

Government Funded Agency: an organization that is created to carry out a function of government. This category includes Institutions of Higher Education.

Fiscal Agent: The entity in initial receipt of the grant, donation or monetary award. Responsible for ensuring designated use of award and financial reporting.

References:

PCC Operating Protocol 152 (Requests to External Organizations for Resources/Assistance)

PCC Operating Protocol 501 (Grants, Cooperative Agreements, and Contracts)

Attachments/Related Forms or Documents:

None

Operating Protocol:

All monies awarded or donated PCC to support student programming or services will be transferred from the fiscal agent to the College following the established procedure.

Procedure:

Once Pueblo Community College (PCC) is notified of an award of financial support, the appropriate designee of PCC will initiate the *Invoice Request* process through Ultimus. The invoice will be sent to the fiscal agent for the total amount of the award. (Exception: Should the donor advised gifts stipulate specific spending and/or release of funds, the PCC President and/or designee will work with the fiscal agent to adhere to the donor's wishes.)

The PCC designee will be responsible to submit an itemized accounting of the expended funds to the fiscal agent within the time identified in the award notice.