MICHIGAN ENGINEERING
UNIVERSITY OF MICHIGAN

# Sponsored Student Organization (SSO) Guide to Gift Processing

## Donor Documentation

Donor documentation stating **gift intent** and **gift purpose** is required for all gifts to the University in support of a student organization.

- Donor documentation can be in the form of a letter, an email, check memo comment or a check stub comment.
  > You can initiate an email to the donor stating "Please confirm that your check of $_____ is a charitable donation to the University of Michigan in support of [*student org name here*]."
  > A simple "yes" reply is all that is needed.
  > Print or forward that email to the ENG Gift Processing Team at enggiftcontacts@umich.edu.

- Donor documentation must include the words "**charitable donation**" or "**donation**" or "**gift**" to document the intent to give funding that will be tax receiptable for tax purposes.

  > **NOTE**!! **"Sponsorship"** is not synonymous with "gift" or "donation."

## What Counts as a Gift?

A gift is money given as a charitable gift to the University. Each donor receives an official UM gift receipt stating the donor's name and address, the amount given and purpose of the gift. This serves as documentation for tax purposes.

A **Sponsored Student Organization (SSO)** can receive gifts directly to its SOAS account (Student Organization Accounts Services), except for the three SSOs listed below that have gift processed to Engineering gift accounts, not their SOAS accounts:

- Engineering Global Leadership Honors Program (EGL)
- Student Space Systems Fabrication Lab (S3FL)
- University of Michigan Solar Car Team

If your student organization is a Voluntary Student Organization, there are gift restrictions. Refer to "*Voluntary Student Organization (SSO) Guide to Gift Processing*."

## Is the Donor Receiving a Benefit for Making a Gift?

When a donor gives a gift and receives a benefit from that gift, this is called a Premium.

- Some examples of benefits are paying for a flight, hotel, meal or giving a t-shirt or similar items of value.
- Recruitment benefits are not allowed.

Donors must be informed in advance of giving their gift that their tax receiptable amount will be **reduced** by the benefit (aka Premium) of their gift.

- Example: A donor gives a $200.00 check in support of your student organization event.
  > All donors who give $200 or more will receive a t-shirt and a fruit basket.
  > The value of the t-shirt and lunch is documented at $15.00.
  > The donors tax receiptable amount of their gift is $185.00.


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## Gift Invoices

Some donors, typically a company or corporation, will require an invoice before giving money. To request a gift invoice contact John McLaughlin in Engineering Development Corporate Relations (contact information at the end of this document).

## IRS W9 Form

If a donor requests a W9 form ("Request for Taxpayer Identification Number and Certification" – an IRS form) we can provide this to you to send to your donor.

- If a donor requests proof of the university's 501(c)(3) status, aka tax exempt status, the W9 form serves this purpose.
- NOTE: The university is a 501c3, not your student organization.

## In-Kind Gifts

If a donor wants to donate a non-monetary gift to the university, this is a called an In-Kind Gift. Donors may contribute materials, equipment, art or other items to the university in support of a student organization. The university requires the following:

- A list items being donated. Provide model and serial numbers when possible.
- The value of the item(s) as provided by the donor in writing
- The location, street address and room/office number, where the item(s) will be used or stored.
- Date the item(s)were received.
- The name of the university representative who received the item(s).

Services and software are not allowable as in-kind gifts. If you have questions about an exception, please contact our office.

**IMPORTANT!**

**Never sign any documents!!** Forward to enggiftcontacts@umich.edu or jwegner@umich.edu.

**Do not use online giving to process dues or to purchase items.** The online giving portal is for gifts only.

## Ways to Give

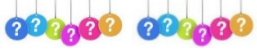
**Check by mail:**
Check payable to: **University of Michigan**
Memo note: Gift for [*SSO name here*]

**Mail to:**
University of Michigan
College of Engineering
1221 Beal Ave. Suite G264
Ann Arbor, MI 48109

**Credit card by phone**
Call the Engineering Gift Office at 734-647-7042 or 734-615-1591 to provide credit card information.
> The University strongly discourages sending credit card information via email for the donor's protection.

**Cash wire or ACH (Automated Clearing House)**
Request donor instruction sheet from our office at enggiftcontacts@umich.edu or x77042.

## Questions? Contact Us!




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