



Subject/Title: Gifts Made through Payroll Deduction

Policy Number: 2.09

Date First Adopted: November 21, 2014

Date Revised: February 5, 2021

A. PURPOSE

This policy provides guidelines for gifts to be made by University and Foundation employees through payroll deduction.

B. POLICY

University or Foundation employees may make charitable contributions through payroll deduction to any active Foundation fund authorized by the Foundation. The Foundation will create necessary procedures to effectuate this directive.

Payroll deductions will be made as determined to be necessary in conjunction with the University payroll office.

Recurring payroll deductions will continue until employment terminates or until the Foundation is notified, in writing, of the donor's desire to cease the deduction.

POLICY APPROVAL

Policy: 2.09 Gifts Made through Payroll Deduction (Revision)

Approval Date: February 5, 2021

E. Blake Paul
E. Blake Paul (Feb 8, 2021 11:02 EST)

Feb 8, 2021

Policy & Governance Committee Chair

Date

Alice Hunt
Foundation Board Chair

2/26/2021
Date