

Florida Polytechnic University Foundation Policy

Subject/Title: Payroll Deduction Gifts
FPUF Policy Number: FPUF – 2.09
Date First Adopted: November 21, 2014
Date Revised:
Responsible Division/Department: Advancement/Foundation Office

A. PURPOSE

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

B. APPLICABILITY/ACCOUNTABILITY

This policy applies to all University and Foundation employees making gifts for the benefit of the University.

C. POLICY

Employees may make charitable contributions to any active Foundation fund through payroll deduction. To initiate a payroll deduction, a completed Faculty/Staff Pledge Form should be submitted to the Foundation.

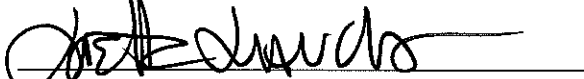
Payroll deductions are made from 26 pay periods.

Reoccurring 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

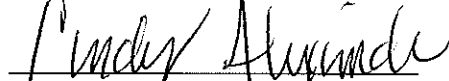
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Approved by the Foundation Board during November 21, 2014 board meeting.



Governance Committee Chair

3/4/2015
Date



Approved by FPUF Board

3/4/2015
Date