

## **Gift Funds**

ARF accepts gifts from corporations, foundations, and private individuals. Gifts can be given to support an OSU unit in general or to support specific programs. As a gift, there can be no requirement for specific activity completion associated with the donation. Gifts are typically provided as a check but wire transfers, PayPal payments, and securities transfers can be arranged. A letter or other documentation from the donor stating that the funds are given without obligation must accompany the donation. A sample donation letter can be found under the "Forms & Sample Letters" tab on the ARF website. ARF will send documentation acknowledging the gift to the donor. If a donation pledge includes several payments, ARF can send payment reminders. If researchers are doing routine testing of varieties, soil samples, disease incidence, food nutrient levels, etc., they must establish fees for such work in the OSU Fee Book (<https://fees.oregonstate.edu/>) versus having funds donated to their programs for such activities. Gifts to ARF are generally for current use. ARF works closely with the OSU Foundation and will encourage those interested in endowed fund giving to work with the OSU Foundation. In rare instances, an endowment within ARF may be possible. ARF charges a 5% administrative fee on all gifts of \$300 to \$100,000. Larger gifts will be assessed 5% on the first \$100,000, then 1% above the \$100,000 level. If the designated purpose of your gift is no longer viable (for example the chosen faculty member leaves OSU), these funds will be retained in ARF. The ARF Executive Director and unit leader of the former faculty member will cooperatively determine best use of these funds. Such use can include transfer of the funds to the ARF general account.