

## Oklahoma State University Policy and Procedures

### ACCEPTING GIFTS OF PHYSICAL RESOURCES

**7-0601**  
**DEVELOPMENT**  
**November 2011**

#### **INTRODUCTION AND GENERAL STATEMENT**

1.01 Oklahoma State University is fortunate to have numerous alumni and friends who wish to make various contributions of property to promote and benefit the University and its constituent agencies. In some instances, these donations occur by a donor or a group of donors arranging construction of a new building or an addition to an existing one. There are also some occasions when equipment and materials may be donated to the University to construct and/or equip a facility. Gifts of this physical nature shall be coordinated through the OSU Foundation consistent with Policy and Procedures Letters 1-0301 and 7-0501. Additionally, Board of Regents' approval must be secured prior to the start of construction of a new building or an addition to an existing building or non-structural improvement.

1.02 The purpose of this policy is to set forth the procedure for securing Board approval for the construction and procedures for acknowledging and recording the construction costs or appraised value as a gift to the OSU Foundation and a fixed asset for the University.

#### **PROCEDURES**

2.01 Any capital construction project gifted by a donor or group of donors shall be approved by the University's Board of Regents prior to the start of the project construction. The Vice President for Administration & Finance is responsible for requesting Board of Regents approval.

2.02 Any capital construction plan must be reviewed by Long Range Facilities Planning for conformity with University construction standards and applicable state and federal laws. Plans and specifications must be reviewed and approved by the State of Oklahoma Fire Marshall or designee prior to the start of construction.

2.03 Any construction project is subject to inspection by Long Range Facilities Planning during the construction phase for conformity with plans and specifications. Work can be stopped by Long Range Facilities Planning if the project work is not in conformity with the plans and specifications.

2.04 Capital projects donated to the University shall be reported to the OSU Foundation and recorded in the University's financial asset records at a value equal to the construction cost or fair market value if a qualified appraisal is made. This value is also important for OSU Foundation financial reporting purposes. The donor shall have the responsibility to furnish the project cost or appraisal information with appropriate documentation in the form and manner prescribed by the Vice President for Administration & Finance.

## **Insurance**

2.05 In order to protect the Board of Regents and Oklahoma State University, construction gifts must include provisions for builders risk, general liability, and workers' compensation insurance covering construction activities. The cost of this insurance is normally provided by the donor, the construction manager or the general contractor, and its evidence of existence must be corroborated with a copy provided to Long Range Facilities Planning . Each insurance policy shall name the Board of Regents as an additional insured.

Approved:  
E-Team Committee, November 2011