POLICY: UT Foundation Gifts  
Revised 02/01/2010  
Effective: 07/31/07  

Objective: To provide business standards for recording, processing, and receipting private gifts to The University of Tennessee Foundation.

These gifts will be recorded in ANDI following the Office of Advancement Services Policies and Procedures for Processing of Private Gifts, Pledges, and Planned Gifts to the University of Tennessee with the exception of the ‘Tender Type’ code used. The Foundation Tender Type codes are Q-Foundation Gifts and N- Deposit by Foundation. (See descriptions below.) All private gifts are credited in compliance with the donors’ wishes.

DEPOSITS:

If a check is Payable to The University of Tennessee Foundation or UTF, the funds should be deposited into the First Tennessee Foundation bank account. If a check is Payable to The University of Tennessee, UT, UT college name, UT department name, the funds should be deposited into the First Tennessee University bank account. If a donor specifies all his/her gifts be deposited to the UT Foundation, the checks will be deposited as requested. The deposit does not affect where the money is recorded in ANDI or IRIS.

ANDI/IRIS:

When a gift is recorded in ANDI, the documentation received with the gift (i.e. coupon slip, donor note, gift transmittal form, etc) or an approved gift agreement will determine where the gift will be allocated in ANDI. Once the gifts are posted in ANDI, the ANDI/IRIS financial interface will credit each designated IRIS account.

NOTE: All Credit Card payments will be processed using the University of Tennessee Advancement Services merchant number and deposited to the University of Tennessee First Tennessee bank account.

Tender Type Descriptions:

Q-Foundation Gifts: This tender type is used to record gifts in ANDI when the checks have been written to the University of Tennessee Foundation or a donor has specified that all of their gifts should be deposited through the UT Foundation bank account rather than the UT bank account. These gifts are interfaced to the University of Tennessee’s financial system (IRIS) and allocated to gift account(s) based on donor designations.
N-Deposit by Foundation: This tender type is used to record gifts in ANDI deposited by the University of Tennessee Foundation and not by the Advancement Services Gift Records Office. This Tender Type is rarely used but available if needed. These transactions are NOT interfaced to the University of Tennessee’s financial system (IRIS).

For questions regarding this policy, contact the Advancement Services help desk at (865) 974-4153 or email ANDIHelp@tennessee.edu
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