POLICY: Non-Philanthropic
Effective: 3/29/04

Objective: To provide guidelines for the acceptance and entry of non-philanthropic transactions into the Alumni and Development Information System (ANDI) or the University financial system (IRIS). Establish business standards and procedures to insure data integrity, accuracy and consistency in the handling of non-philanthropic transactions.

Non-philanthropic transactions involve money received by the University that is not eligible for charitable gift credit. These types of transactions include the purchase of tickets or items at a University sponsored event. Any amount over the cost of a ticket or fair market value of a purchased item is considered a gift.

A receipt is mailed only for the portion considered a gift.

Any money received that is considered non-philanthropic in its entirety is deposited directly through IRIS and not recorded in ANDI.

Non-philanthropic transactions are not included in Gift Club or Giving Summary calculations.

The Advancement Services Gift Records Office at each campus will post and deposit all non-philanthropic transactions within one to three business days of receipt.

For questions regarding this policy, contact the Advancement Services help desk at (865) 974-4153 or email ANDIHelp@tennessee.edu
Procedure Note: Non-philanthropic transactions are entered in ANDI only when it is a portion of the total amount and is in conjunction with a gift. Any money received that is considered non-philanthropic in its entirety is deposited directly through IRIS and not recorded in ANDI.

Entering Non-Philanthropic Transactions

Follow the procedures for Gift Entry using the transaction type code of ‘NP’, Non-Philanthropic. The non-philanthropic and gift rows are entered separately and will have different receipt numbers.