



This policy outlines the procedures for making deposits to The Kentucky State University Foundation, Inc. (hereinafter referred to as "Foundation") by employees of Kentucky State University (hereinafter referred to as "University"). It aims to ensure transparency, accountability, and proper financial management of all deposited transactions.

The Kentucky State University Foundation, Inc.

Kentucky State University

The employee named and appointed by the Board of Regents of Kentucky State University as having the powers and duties of the President, whether that be on a permanent, interim, or acting basis.

A direct report to the President who is designated in writing by the President to sign deposits.

The only office automatically authorized to make deposits at the Foundation is the Office of Institutional Advancement. However, the President may authorize other employees to initiate deposits to the Foundation. Authorization shall be granted by the President in writing.

The President may also delegate authorization authority to a Vice President. Such delegation shall be in writing. Any authorization granted by a Vice President must also be in writing.

Before a deposit can be made, the deposit must be recorded in the University's donor database (currently Raiser's Edge by Blackbaud). No deposit shall be delivered to the Foundation by any University employee or agent prior to it being recorded in the donor database. Because the Office of Institutional Advancement maintains the donor database, the Office must be notified of all deposits made by any individual. All deposited funds shall be considered University funds, and the University will maintain continuous operational control of the funds.

Prior to making any deposit, the Office of Institutional Advancement must enter all applicable information into the donor database, providing accurate and detailed information regarding the source, amount, and any supporting documentation, as applicable.

The deposit must be verified and signed by the authorized personnel delegated by the University President, or their designee.

The Office of Institutional Advancement must retain copies of () information

All deposit transactions shall be accurately recorded in the Foundation's financial records as well as the donor database, adhering to the accounting principles and guidelines of the University and the Foundation.