

Monetary Gift Procedural Requirements

Approval for acceptance of gifts will not be granted unless all the procedural steps listed below are satisfied. No charges may be incurred on any monetary gifts until the Division is notified by the IPO Gift Coordinator that all processing is complete:

1. The Gift Coordinator must receive the donor letter and be informed that the gift funds have been deposited in the LBNL Gift Account per LBNL Donor Instructions. Then the Gift Coordinator alerts the Principal Investigator (PI) and Resource Analyst (RA), who are both associated with the particular gift via the gift processing computer system eSRA.
2. The PI, RA, and Division Director/Head must complete the required steps in eSRA per Gifts Desk Guide for eSRA, including completing the UDEV100 (LBNL Gift Acceptance Form) and 700U, if required.
 - a. If the PI of the gift is the Division Director, then the Division Director must go to one above his level for approval of the gift.
3. The Division submits the documentation to the Gift Coordinator via eSRA to review for completeness, accuracy, and adherence to policy.
4. If the Gift Coordinator approves, the documentation is submitted to the BSO Contracting Officer for approval in accordance with the H-27 Implementation Plan and P.10 clause.
5. After review and acceptance by either BSO, the Gift Coordinator will pass on the gift to the Laboratory Director for review and approval via eSRA.
6. If approved by the Laboratory Director, the Gift Coordinator will then forward the necessary forms to UCOP. If the gift is over \$100,000, it requires UCOP approval. If the gift is \$100,000 or less, UCOP is simply notified of the accepted gift.
***Berkeley Lab Foundation is exempt from this step as BLF obtains approval from UCOP before the first step of this process is taken and gift funds are sent to LBNL Gift Account.*
7. When approvals are completed and a gift has been officially accepted, the Division will be automatically notified by the Gift Coordinator via eSRA.
8. After a gift approval is completed in eSRA, the eSRA system will interface with the FMS system to create the project in the financial system. General Accounting is automatically notified so the funds can be transferred in the general ledger from the unallocated account to the specific project ID.