



THE UNIVERSITY OF WINNIPEG
POLICY

NUMBER E-1

PAGE 1 OF 2

INITIALS DB

TITLE: EMPLOYEE DONATIONS FOR RESEARCH

EFFECTIVE DATE: March 21, 1988

AUTHORITY: Vice-President (Administration)

Purpose

This policy is intended to cover the administration of funds donated by a member of the faculty or staff to the University to provide funding for research purposes.

Scope

The regulations and procedures outlined herein apply to all employees of The University of Winnipeg.

Responsibility

It is the responsibility of each employee at the University to ensure compliance with this policy. The Office of the Vice-President (Academic) will have overall responsibility for its administration.

Regulations

- (1) In order that a donor receives no direct personal benefit from a donation, the funds shall be credited to a special account administered by the Office of the Vice-President (Academic).
- (2) Donations must be made without restrictions. They are non-refundable and cannot be transferred to other accounts.
- (3) The minimum donation acceptable under this policy is \$1,000. Payment by payroll deduction is not permitted.
- (4) Equipment or books purchased under this policy remain the property of The University of Winnipeg.



THE UNIVERSITY OF WINNIPEG
POLICY

NUMBER E-1

PAGE 2 OF 2

INITIALS *RS*

TITLE: EMPLOYEE DONATIONS FOR RESEARCH

- (5) Funds may not be used to provide a taxable benefit for the donor.

Procedures

- (1) Individuals wishing to make a donation under this policy must first obtain the acceptance of the Office of the Vice-President (Academic) and of the Controller.
- (2) Equipment must be purchased through the normal University procedures, and must be suitably identified and recorded on the inventory.
- (3) If the equipment is to be taken off campus, the Controller must be notified for purposes of insurance.
- (4) All operating and maintenance costs associated with the equipment will remain the responsibility of the individual borrowing it.
- (5) Since equipment remains the property of the University, the University reserves the right to have it returned upon request, or upon the termination of employment of the individual using it.