



MEMORANDUM

DATE: April 26, 2024

TO: UO Advancement Staff and Campus Accounting Contacts

FROM: UO Foundation Financial Services Team

RE: UO Foundation Fiscal Year-End Procedures – Gift Receipting Services and Accounts Payable/Disbursements

Please find the attached deadlines and guidelines for both giving and disbursements at the end of the fiscal year. We are happy to help in any way.

The Foundation is open to visitors. Our front desk team will be available to assist Monday-Friday 8am-5pm to accept drop-off items or to connect you with the appropriate Foundation team member.

The Olympic Trials (June 21-30) may have impacts on parking near FAC. Please allow extra time to find parking around the building.

GIFT RECEIPTING AND SERVICES

Checks and Cash

Checks and cash must be received by the Foundation by 2:00 pm on Friday, June 28th in order to be credited to FY24. This applies whether delivered by hand, FedEx or UPS delivery, Campus Mail, or USPS mail. Checks should be made payable to the University of Oregon Foundation.

Hand delivery of gift checks or cash should continue to utilize the first floor drop box located next to the ballroom. Please do not put other mail items (agreements, general mail, etc.) in this box as it is intended for monetary items only. At this time, you are welcome to send scanned items to operations@uofoundation.org or can drop items off to our front desk team and we will deliver to the appropriate Foundation team member.

Credit Cards

In compliance with IRS regulations, the legal contribution date for a credit card gift is the date the charge occurs. The easiest way to make this type of gift is via our [secure online giving page](#). Please ensure donors make online gifts **before 10:30 pm PST** on June 30th.

To make a gift by phone, please direct donors to call 541.302.0337 **before noon PST** on June 28, 2024.

Marketable Securities

Shares must be registered into the Foundation's brokerage account on or before 11:59 pm on June 28, 2024. Transfers may take up to a week to complete so make sure you have your broker initiate any transfers early to avoid potential delays. Please refer to our website for additional information on Gifts of Securities <https://www.uofoundation.org/gift-of-securities> or to access the [Stock Transfer Form](#). You can also contact our team via stockgifts@uofoundation.org or at 541.302.0337 for detailed instructions.

Real Estate

Title must be in the name of the UO Foundation on or before June 28, 2024. Please note it may take up to three business days to record the title change.

Gift Agreements

All signed gift agreements fully executed prior to 5:00 pm on June 28, 2024, will be credited to FY24.

[DocuSign](#) is available for donors to electronically sign gift agreements. To use this tool, please email Megan Miller mrmiller@uoregon.edu and copy giftservicesdept@uofoundation.org.

If you have Gift Receipting questions, please contact a member of our team at 541.302.0337 giftservicesdept@uofoundation.org

Foundation forms and instructions are located on our website at:
<https://www.inside.uofoundation.org/advancement-services>

Your assistance in meeting these deadlines is most appreciated. Thank you in advance for your patience and help during this process.

ACCOUNTS PAYABLE - DISBURSEMENTS

Transfer to UO Check Disbursement Requests (Transfer CDRs or TCDRs):

To ensure Foundation funds are applied to your State Index* by the Cashiers Office deadline of June 28th, please email your Transfer CDRs to the Foundation by 5:00 pm on **Wednesday, June 12th**.

TCDRs received between June 13th and June 30th, will be paid and expensed in FY24 as time allows.

TCDRs received after June 30th will be expensed in FY25.

TCDRs with a request date after June 30th, or with "FY25" written at the top, will be expensed in FY25, and paid in July, regardless of date received.

*Please indicate a valid gift Index on your form.

Check Disbursement Requests (CDRs):

CDRs with a 'Request Date' of June 30th or before and received by the Foundation not later than 5:00 pm on **Wednesday, July 3rd** will be expensed in FY24.

CDRs with a 'Request Date' July 1st and after, or received after June 30th, will be expensed in FY25.

How to submit forms:

TCDRs only: Please email TCDR requests and all backup to askaccounting@uofoundation.org

Subject line should include TCDR, fund # and amount. Send only one TCDR per email.

If you are unable to obtain a hand signature on the form prior to scanning and emailing, please include an email approval directly from an authorized signer for the specific amount and fund.

CDRs: The Foundation is transitioning from now until FYE to an online system for CDRs. Please continue to use email for CDR requests until your unit has been trained and granted access to our new online CDR system. If you have questions about when you'll gain access to the new system, please contact Lucy Moore (lmoore@uofoundation.org). As of June 30, all CDRs must be submitted via the new online CDR system. **Emailed CDRs will not be accepted.**

What Not to Do:

We are only working from electronic copies at this time.

Sending TCDRs and CDRs any way other than by email to askaccounting@uofoundation.org is strongly discouraged. Do not send them to any other email address. We are not receiving faxed forms and CDRs cannot be hand delivered or dropped off at the Ford Alumni Center.

If you have **Accounts Payable questions**, please email: askaccounting@uofoundation.org.

Foundation forms and instructions are located on our website at:
<https://www.inside.uofoundation.org/accounting-services>