MICHIGAN STATE UNIVERSITY | University Advancement

**Donations from an Employee or Employee-Vested Company in Support of the Employee's Own Program**

Employees donating funds for their own projects or activities must complete the Employee Donor Agreement Form. The unit/department must maintain a file that includes the original completed form. A copy of the completed form must accompany the gift and/or gift transmittal sent to the MSU Office of Advancement prior to establishment of an account and expenditure of any funds.

# Employee Donor Agreement Form

(When an employee is making a donation to his/her own department/unit)

I, _____, wish to donate $_____ to Michigan State University to support research in the Department of _____ , or my research, or other program in _____. It is my intention that the funds will be used to support
_____
_____
_____.

I understand that:

- Funds covered under this agreement must be used to support activities that are consistent with the University's mission and must be expended consistent with applicable laws and other requirements. I understand that the work or activity supported by these funds MAY NOT be commingled with personal and professional activities of a commercial nature that are external to my University appointment.
- The account in which these funds are deposited will be under the control of the unit head, business officer, or other designated official not under my supervision, and that she/he will have responsibility for the disposition of the funds.
- If scholarships/fellowships are to be awarded from these funds, the recipients will be selected by a committee appointed by the department and cannot be awarded to me or to members of my family.
- These funds cannot be directed to students or employees involved activities that benefit, or appear to benefit, entities in which I have a personal financial interest.

- To avoid the appearance of conflict of interest, these funds may not be applied in any way that provide me with a personal benefit, such as salary or travel for non-University-related business.
- Federal tax regulations provide that a gift may not be fully deductible if there is a direct or indirect personal benefit to the donor. I have been advised to consult a personal tax advisor to determine if my donation is a deductible charitable contribution.

DONATED: ACCEPTED:

_____ _____ _____ _____

Donor Date Unit Executive Officer Date

If you have any questions, please contact Monique Dozier at University Advancement on 1-517-884-1000.

Original completed forms should be maintained by the unit business manager and/or other independent department official. A copy of the completed form must accompany the gift and/or gift transmittal to University Advancement.

University Advancement
535 Chestnut Road, Room 300
East Lansing, MI 48824