

**BROOKLYN COLLEGE FOUNDATION**  
**SAMPLE GIFT ADMINISTRATION AGREEMENT**

Effective as of 7/1/13

The [FUNDER NAME] has provided to the Brooklyn College Foundation (BCF) a gift in the amount of [AMOUNT] to realize [FUND NAME] from [TIMEFRAME].

This agreement made on [DATE] is being made between:

- the Brooklyn College Foundation, a New York nonprofit corporation whose sole purpose is to aid and promote the educational and charitable purposes and lawful activities of Brooklyn College; and
- the faculty and administrators at Brooklyn College who are responsible for the realization and financial administration of this gift.

We the undersigned agree that this gift will be accepted and administered by the BCF according to the following terms:

**1. Gift Purpose and Administration**

- a) The purpose of this gift is to support activities described in the funded proposal and/or the donor gift agreement attached (Appendices 1-2).
- b) This gift will be administered according to the terms stated by the donor in the donor gift agreement attached.

**2. Financial Administration**

- a) This gift will be placed in a fund entitled [FUND TITLE]. Payments will be drawn from this fund in accordance with in the funded proposal and/or the donor gift agreement attached (Appendices 1-2).
- b) All fund disbursements must be made in writing in accordance with BCF Payment Submission Request Policies attached (Appendix 3).

**3. Donor Communication and Reporting**

- a) All written communication to the donor pertaining to the administration of this fund including fund updates, acknowledgement letters, and financial reports will be reviewed and submitted by the BCF.
- b) BCF will be informed of and consulted on all donor communication and outreach.

**4. Signatories**

- a) The signatories on the [FUND TITLE] will include the undersigned as follows:
  - Designated project administrators will be required to sign for expenditures to ensure that they are in accordance with BCF Payment Submission Request Policies (Appendix 3) and that there are sufficient funds available for expenditure in the appropriate funded budget category (Appendix 1). The signatures of departmental administrators will not be accepted.
  - The relevant Dean, Associate Provost or Vice President will sign off on all payments requests of \$2,500 and higher.
  - In cases where a Dean, Associate Provost or Vice President serves as the project administrator the Provost or the SVP of Finance and Administration will sign-off on all payment requests of \$2,500 and higher.

## 5. Appendices

1. Funded proposal and budget (if applicable)
2. Donor gift agreement
3. BCF Payment Submission Request Policies

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Project/Fund Administrator [Name, Title], Brooklyn College	Date
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Dean Responsible for Fund [Name, Dean of School], Brooklyn College	Date
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<i>For projects over \$100,000 or Decanal Projects</i> William Tramontano, Provost, Brooklyn College	Date
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Alan Gilbert AVP for Finance, Budget and Planning/Controller Chief Financial Officer, Brooklyn College Foundation	Date
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Beth Levine Associate Executive Director of Development, Brooklyn College Foundation	Date
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