

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 02.07, **Disclosure of Certain Gifts from Foreign Persons**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure is to assure that Texas Tech University Health Sciences Center (TTUHSC) complies with federal law requiring disclosure to the Secretary of the Department of Education of certain gifts made to TTUHSC from foreign persons or agents.

**REVIEW:** This Health Sciences Center Operating Policy and Procedure will be reviewed on April 1 of each even-numbered year (ENY) by the Vice Chancellor for Institutional Advancement (VCIA). Changes will be made with the concurrence of the Executive Vice President for Finance and Administration and the Vice Chancellor and General Counsel.

### **POLICY/PROCEDURE:**

1. Any TTUHSC faculty member, staff member, student, or student organization who is approached by a potential donor, if unknown, the principal residence for a foreign source who is an individual;  
  
and  
  
e. Any restrictions or conditions placed on the gift by the donor and whether any other donors have attempted to impose similar conditions upon their gifts within the current calendar year.
2. If the g