

How does a new pledge (without an agreement) get booked in Advance?

- Please send an email to Steve with the donor's written pledge commitment
 - Include the following:
 - Total amount
 - Payment schedule (which prompts pledge reminders)
 - Purpose of gift (and allocation)
 - Detail on booking commitment as individual or joint credit for couples
 - Additional information such as Family Foundation or Corporate Entity

How does a pledge tied to a new gift agreement or endowment agreement get booked in Advance?

- If designated for **Medical School Foundation**, then Barry will request a new gift account and ask UAS to create a new allocation if needed and book the pledge
- If designated for **UVA Health Foundation**, then Steve will request a new gift account and ask UAS to create a new allocation if needed and book the pledge
- If designated for **UVA/Rector & Visitors**, then Steve will ask the department administrator to create a Gift Worktag in WorkDay. This information will be sent to University Advancement Services which will create an allocation in Advance where the gift/pledge will be booked.
 - NOTE: At R&V only, cash must be present to create a Gift Worktag. If a pledge is made for a purpose that does not align with an existing Worktag, the gift will be booked to a suspense account at the School/Unit.
 - NOTE: Cash gifts and pledge payments are booked in Advance and added to WorkDay. Pledges are not booked in WorkDay.

How is a future support commitment booked in Advance?

- Contact Erin, Spring, or Michael Campbell in the Office of Gift Planning, who work with UAS to book future support commitments

Special considerations when booking gifts and pledges:

What happens when a pledge payment arrives before an agreement is drafted and fully signed?

- If the gift account already exists, then the gift be booked
- If the gift account does not exist, then the gift will be deposited to a suspense or holding account.
 - NOTE: Gifts or pledges booked to suspense count in our UVA Health fundraising totals, but once the allocation is created in Advance, the gift account will be created and tied to the specific department, division, or center.

When is a gift or endowment agreement required?

- Gifts of \$100,000 or more
- Gifts for capital projects
- All gifts creating an endowment
- When stewardship or financial reporting is required

NOTE: When a commitment is to be paid from Donor Advised Funds, a Letter of Intent or Declaration of Intent, will be drafted in place of a Gift or Endowment Agreement

Where should we book the gift?

- UVA Rector & Visitors (includes gifts designated for UVA Medical Center)
- UVA Health Foundation
- UVA Medical School Foundation
- UVA Community Health Foundation
- UVA Fund
- UVA Foundation