

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

POLICY NO. : VI:02:01 DATE: September 7, 1976

SUPERSEDES POLICY NO. : \_\_\_\_\_ DATED: \_\_\_\_\_

SUBJECT: Solicitation of Funds or Gifts for  
Austin Peay State University

APPROVED: Robert O. Riggs, President Robert O. Riggs

The solicitation of funds or gifts of any kind for Austin Peay State University, or any part thereof, is the function of the Development Office of the University or of the Austin Peay State University Foundation, external to the University. Individual members of the faculty or staff of the University who wish to solicit gifts for the University from business, industry, individuals, or any source external to the University will coordinate their plans with the Office of Development prior to making contact with the prospective donor.

Individuals or offices planning to accept gifts or donations in the name of the University, or any part thereof, should provide the Development Office with complete details of the nature, conditions, and the source of the gifts prior to acceptance.

This policy does not in any way apply to contracts with Federal or similar agencies nor does it affect applying for or receiving grants from such agencies.