

Gift Processing

Fund for Johns Hopkins Medicine

Institutional Policy

- All charitable contributions* MUST be forwarded to and deposited by the Development Office.
- Upon deposit, the Development and Alumni Services office issues an institutional tax receipt that is required by Internal Revenue Services.
- Checks must be made payable to: "Johns Hopkins University"
If made payable to a doctor, must be endorsed by that doctor

*These charitable contributions include: currency, checks, credit cards, securities, gifts in kind and wire transfers.

Handling of Charitable Contributions

We must insure that donor information is handled with respect and confidentiality to the extent provided by law.

Please follow these guidelines for handling charitable contributions so that donors to Johns Hopkins Medicine can

- **Receive appropriate and timely recognitions**
- **Receive tax information in accordance with IRS Guidelines, Institutional Policy and the Donor's Bill of Rights**

Handling of Charitable Contributions

(continued)

- **Include ALL documentation associated with a gift including:**
 - **Envelope with postmark date (IRS regulation)**
 - **Notes**
 - **Correspondence**
- **Make copies of this information for your records, if appropriate.**



Check to see if:

1. Transaction Processing Request Form is created.
(this form can be found on DARPort sign-on page)
2. Indicate if it is a Pledge Payment, if known.
3. Cost Object and Cost Object Description is completed on the form.
4. All documentation associated with gift is included.

Let the Development Office know if a new account needs to be established.

NOTE: Checks must be made payable to:
Johns Hopkins University
If check is made payable to a doctor, they must endorse the back of the check.

Jane Doe 123 Main Street Anywhere, USA	1234
	Date September 1, 2007
Pay to the Order of _____ Johns Hopkins University _____	\$ 100.00
	One hundred and _____00/100 Dollars
Anywhere Bank	
Memo: Osler Fund for Scholarship	<u>Jane Doe</u>
12345678901234 56789001234	

Getting the Gift to Development

- Call Development Office at 410-516-6606 to schedule a pick-up of gift
 - Heather Selway – 410-516-6608
 - Debbie Smith – 410-516-6606
- Call your Division Gift Officer to schedule a pick-up of gift
 - Anne Engleby – 410-516-6564- Gastroenterology, Nephrology, Pulmonary
 - Tom Malstrom – 410-550-4098 - Asthma & Allergy, Rheumatology, Center for Innovative Medicine
 - Jennifer Goforth Stead – 410-516-6500 - GIM, Geriatrics, Infectious Diseases
 - Chuck Turner – 410-516-4502 - Endocrinology, Hematology
- Take gifts to Chairman's office for Friday morning pick-ups.
- U.S. Mail – send to: Fund for Johns Hopkins Medicine, 100 North Charles Street, Room 440, Baltimore, MD 21201

THINGS TO REMEMBER

- Retain a copy of the check, envelope and correspondence for your records
 - Create Transaction Processing Request Form with account info
 - Advise the Development Office if a new account must be established
 - Forward the check along with all documentation to your Development Office immediately upon receipt
 - Contact the Development Office if you need assistance
 - 410-516-6608 – Heather Selway
 - 410-516-6606 – Debbie Smith
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