



Policy 3.8 Gift Processing and Records Updates

Responsible Official: VP for Development & University Relations
Administering Division/Department: Gifts
Effective Date: September 01, 2002
Last Revision: March 29, 2007

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Overview

All gifts to Emory University and its affiliates are processed by the Office of Alumni and Development Records (ADR).

Policy Details

All gifts to Emory University and its affiliates are processed by the Office of Alumni and Development Records (ADR). Except in extraordinary circumstances, the address of the Office of Alumni and Development Records should be provided in all solicitation mailings as the address to which gifts to Emory should be sent. The address follows:

Office of Alumni and Development Records
Emory University
1762 Clifton Road
Plaza 1000
Atlanta, GA 30322

Gift checks received in offices other than ADR should be hand-delivered to ADR within 24 hours of receipt. Campus mail is **not** recommended for transmitting gift checks.

Biographical updates for entities in the Advancement Community @ Emory (ACE) database may be submitted to the Office of Alumni and Development Records via the e-mail address established specifically for this purpose: eurec@emory.edu. All updated biographical information received by Development and University Relations staff, including updated family and employment information, should be submitted to ADR as quickly as possible after it is received in order to promote accuracy in our records maintenance efforts. Updates submitted to eurec should be processed within 48 hours unless the change requires a special verification process (i.e., in the case of a death, name change, etc.). A brief e-mail reply will be sent to the person submitting the record update indicating it has been accomplished.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/3.8>

Contact Information

Subject	Contact	Phone	Email
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Revision History

No previous versions of this policy were found.