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: July 11, 2018

Policy Sections:

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Overview

All gifts to Emory University and its affiliates are processed by the Office of Gift Accounting (OGA).

Policy Details

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

Office of Gift Accounting
Emory University
1762 Clifton Road
Suite 1400
Atlanta, GA 30322

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

Biographical updates for entities in the AWA database may be submitted to the Office of Data Management via the e-mail address established specifically for this purpose: eurec@emory.edu. All updated biographical information received by Development and Alumni Relations staff, including updated family and employment information, should be submitted to OGA 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 72 hours unless the change requires a special verification process (i.e., in the case of a death, name change, etc.). A Service Now notification 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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarification of Policy</td>
<td>Debbie Carlisle</td>
<td>404.727.4249</td>
<td><a href="mailto:dcarlis@emory.edu">dcarlis@emory.edu</a></td>
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<td>404.727.9461</td>
<td><a href="mailto:urandle@emory.edu">urandle@emory.edu</a></td>
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Revision History

- Version Published on: Mar 29, 2007
- Version Published on: Mar 29, 2007 (Original Publication)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*