



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
مستشفى الملك سعود الجامعي | King Fahd Hospital of the University

POLICY AND PROCEDURES

Date: 10.08.2019

Revision: 3

ADM-GEN-01-001

DEPARTMENT : ADMINISTRATION	
Effectivity: 05.08.2019	Supersedes: 2
Review Date: 10.08.2024	No. of Pages: 4

1. **TITLE:** SUSTAINABILITY POLICY ON DONATIONS AND FUNDING
2. **PURPOSE:**
 - 2.1 To define administrative roles, responsibilities, and procedures for soliciting, accepting, and managing specific donations to the IAU in accordance with IAU policies and procedures.
 - 2.2 To ensure that all applicable laws and regulations are followed.
3. **POLICY:**
 - 3.1 The IAU's policy is to encourage, inform, and assist donors who want to support the University's mission and priorities, but never to press or attempt to persuade prospective donors.
 - 3.2 The IAU name and logos may not be used for personal purposes.
 - 3.3 IAU may not pay the fees of the donor's professional advisors and legal counsel.
 - 3.4 All information obtained from or about donors or prospective donors will be kept strictly confidential and will only be shared among IAU staff members to the extent necessary to carry out their duties and responsibilities. Donor requests for confidentiality or anonymity will always be honored.
 - 3.5 IAU will honor the donor's intent regarding the use of any gift that does not conflict with the University's mission or policies, provided the intent can be honored within the capabilities of University faculty and staff, facilities, and finances.
 - 3.6 IAU will not accept any cash, equipment, material, or property gift with a donor restriction that violates University policy or Kingdom law.
 - 3.7 The University will not accept gifts from any donor who specifies a specific recipient (for example, a scholarship recipient). The University Council shall have final authority to accept or reject gifts that impose unusual restrictions or limitations on the University or have a significant impact on the University's mission, reputation, strategic direction, or finances.
 - 3.8 A current student or any member of their immediate family will not be solicited or received a donation until the student has graduated from IAU.
 - 3.9 Decisions on whether to accept or reject a donation should be communicated to the potential donor as soon as possible.
 - 3.10 The University Council is ultimately responsible for the University's donation policy, and it must ensure that decisions are made in each case in the best interests of the University.
4. **PROCEDURE:**
 - 4.1 All donations will be handled by the Administration Department, which is in charge of processing them and communicating with the Finance Department.



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4.2 All charitable contributions must be properly substantiated in accordance with university guidelines, which includes proper documentation of approval as noted above.

5. **RESPONSIBILITIES:**

- 5.1 Vice President for studies, development, and community services
- 5.2 All Deans

6. **ATTACHMENTS: None**

7. **DISTRIBUTION:**

- 8.1 All Deanships
- 8.2 All Administrative departments and units.
- 8.3 Signed original copy is maintained in IAU Documents Control Unit
- 8.4 Available in the IAU website



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Concurred by: Dr. Ahmed Al Kuwaiti Director, Directorate of Quality and Safety	Date Signed:
Approved by:	Date Signed:

