I. Introduction

The Gift Acceptance Policy, Title IV, Planned Giving provides that “The president of the foundation (or any officer designated by the president) may execute CGA [charitable gift annuity] contracts on behalf of the foundation.” This document updates the procedure after the triennial review of the gift acceptance policy and changes in the bylaws.

II. Revision history

Originally approved by the president of the foundation as Procedure on Execution and Attestation of Charitable Gift Annuity Agreements on 8/2/2006.

III. Definitions

None.

IV. Persons affected

Director of gift planning, president of the foundation, assistant treasurer/chief financial officer of the foundation, finance and accounting staff, donors, fiscal agent for gift annuities

V. Roles and responsibilities

See Procedures below.
VI. Procedures

A. Execution. The president or assistant treasurer (chief financial officer) of the foundation may execute CGA agreements on behalf of the foundation.

B. Attestation. Consistent with the Gift Acceptance Policy, “An appropriate witness shall attest to the officer’s signature.”

C. Additions/deletions. The president of the foundation retains the right to add or delete officers from this listing by name or title.

D. Review. This procedure is subject to annual review.

HELP

People to contact

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Campus Location</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of gift planning</td>
<td>742 1PP</td>
<td>3-3414</td>
<td><a href="mailto:cbeckoff@gsu.edu">cbeckoff@gsu.edu</a></td>
</tr>
</tbody>
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Additional information and resources

2.4 Gift Acceptance Policy, Title IV, Planned Giving
2.4b Gift Annuity Establishment Procedure