

University of California San Francisco  
P.O. Box 0248  
San Francisco, CA 94143  
Attn: Gift Administration

Gifts to UCSF from University faculty and staff and their immediate families to support their own activities may be accepted if the purpose of the gift is to support bonafide University activities. However, such gifts are subject to University policies and procedures for expenditure. UCSF procedure is to require that expenditure of these funds be approved by someone other than the donor, specifically the Department Chairperson or Dean, in order to ensure that the University's use of the gift supports its tax-deductibility. No campus is obligated to accept a gift that it considers inappropriate.

The attached gift is to a fund within my department and/or laboratory. In order to complete the process and appropriate the funds I request, I am providing the following certification.

**CERTIFICATION (to be completed by UCSF recipient):**

Date: \_\_\_\_\_ Donor: \_\_\_\_\_

Amount: \_\_\_\_\_ Parent Project: \_\_\_\_\_

Department: \_\_\_\_\_

I hereby certify that expenditure of the above-referenced donation will be approved by the Department Chairperson.

\_\_\_\_\_  
UCSF Recipient

\_\_\_\_\_  
Department Chairperson