UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID:	ADM-AES-1 Minor Revision 5 Status: C
Title:	Approval and Placement of Donated or Purchased Items on Campus
Description:	Accepting and installing campus donations
Category:	Architectural & Engineering Service
Applies to:	Staff,Faculty,Department
Contact:	Architecture & Engineering Services
Purpose:	The handling of installation of donated or purchased items.

Policy Statement:

Requests to install donated or purchased plaques, benches, signs, artwork, statues, memorials (including trees), etc. on campus are to be submitted to Architecture & Engineering Services (AES). AES will review the request as to type, size, content, location, etc. and make recommendations regarding any campus design standards which should be complied with or compatible with the campus facilities master plan. AES will forward the request, with any recommended changes, through the organization structure to the President for approval.

Upon approval by the President, AES will notify the requestor of approval and make arrangements for installation of the item by Physical Plant, by a contractor or by the donor. AES will notify the UCO Foundation President and the Executive Vice President, who will provide the donor with any paperwork associated with gifts to the University. If the item is of sufficient monetary value and nature as to be considered a capitalized asset ($2,500 or greater) then AES will notify Inventory & Receiving who will enter the information into the University's property inventory records.

The requesting entity or donor is to pay all costs associated with the item, including any supporting infrastructure, such as concrete bases, signs or poles, as well as all irrigation, landscaping, lighting and labor associated with or resulting from the installation of the item. Exceptions to the previous statement may be made by the President.

AES will maintain an inventory listing of all such plaques, benches, signs, artwork, statues, memorials, etc. as well as a campus map showing in detail the items in place.

Prior to removing any said items from campus, approval is required by the President through the same notification and approval process.

Glossary of Terms:	
Legal Citation:	
Campus Links:	
FAQs:	
Formerly known as:	
Approved on:	12/01/2005
Effective date:	12/01/2005
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