

2. **General Division Responsibilities.**

a. **TTUS Office of Institutional Advancement.**

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d. **All Divisions.**

- (1) TTUHSC IA will coordinate with TTUS IA to ensure that all other offices of TTUHSC coordinate and receive approval, in writing, for all fund-raising projects funded by individuals, foundations, corporations and other entities prior to the project.
- (2) All offices are responsible for forwarding any gifts received to TTUS IA in a timely manner for deposit, receipting and reporting purposes.

Appointments to development advisory boards within the schools and units should be submitted to the VP prior to the individual being asked to serve on said board to avoid duplication in membership on the boards. Additionally, a current list of the membership of development advisory boards may be provided to the VP and VCIA as needed.