**[YOUR LETTERHEAD]**

**[Current Date]**, 20\_\_\_\_\_\_

MEMORANDUM

TO: **[Delegate]**

FROM: **[Delegating Officer]**

SUBJECT: Delegation of Authority to Execute Necessary IRS Forms Relating to Gifts

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I appoint you as my delegate to execute certain IRS forms, including without limitation IRS Forms 8283 and 8282, pursuant to authority granted in Rule 60101, Section 8 of the Regents' Rules and Regulations. This authority extends only to necessary IRS forms relating to gifts accepted on behalf of The University of Texas \_\_\_\_\_\_\_\_\_\_ **[Insert your institution's name.]** by me or my delegate in accordance with Rule 60101, Section 2 of the Regents' Rules and Section 3.6, Gift Acceptance Procedures.

Please ensure that you comply with the Regents' Rules relevant to this delegation of authority.

*You are not authorized to further delegate the authority granted to you pursuant to this memorandum.*

***[Optional Language:*** This memorandum supersedes the prior delegation of authority from \_\_\_\_\_\_\_\_\_\_ **[insert primary delegate]** to \_\_\_\_\_\_\_\_\_\_ **[insert secondary delegate]** dated \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ **[insert date of superseded delegation memo]** relating to authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[insert title of superseded delegation memo]**.**]**

cc: Marc Vockell

Marcella Trant