

Baltimore Research and Education Foundation, Inc.	Contributions and Payments for Services Policy	No.		21
		Effective Date		12/1/2008
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will acknowledge all contributions.

2.0 Scope

This policy applies to all contributions that the BREF receives.

3.0 Policy

3.1 It is the policy of BREF to send letters of acknowledgement for all contributions that have been received, regardless of the amount. The letters will indicate the dollar amount, any spending restrictions and in which case the nature and condition of the gift are detailed.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
12/1/2008	A	Heather Riley	Put policy into approved format.
1/26/2011		Shirley Rutledge	No revisions. Policy approved at the BREF Board meeting held 1/26/2011.