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Pengarah Kampus/Dekan/Pengarah/Ketua Jabatan  
Pusat Pengajian/Pusat/Jabatan/Unit  
Kampus Induk/Kampus Kejuruteraan/Kampus Kesihatan

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**HEBAHAN BENDAHARI BIL. 5 TAHUN 2025  
PENDAFTARAN ASET UNIVERSITI YANG DIPEROLEH MELALUI SUMBANGAN/  
HADIAH/DIPEROLEH MELALUI PROSES PERUNDANGAN**

Dengan hormatnya perkara di atas dirujuk.

2. Selaras dengan Manual Tatacara Pengurusan Aset Alih, aset Universiti bermaksud harta kepunyaan atau milikan atau di bawah kawalan Universiti yang dibeli atau disewa beli dengan wang Universiti, yang diterima melalui sumbangan atau hadiah atau diperolehi melalui proses perundangan. Oleh yang demikian, aset yang diperoleh melalui sumbangan/hadiah/diperoleh melalui proses perundangan (mematuhi Polisi Hadiah dan Endowmen Universiti seperti berlampir) perlu didaftarkan sama ada sebagai aset bernilai rendah/inventori (bernilai kurang daripada RM3,000) dan harta modal (bernilai RM3,000 dan ke atas).

3. Pendaftaran aset (carta alir dilampirkan) perlu dilakukan dalam tempoh dua (2) minggu daripada tarikh pengesahan penerimaan aset yang diperoleh melalui sumbangan/hadiah/diperoleh melalui proses perundangan. Sehubungan itu, bagi aset yang diperoleh melalui sumbangan/hadiah/diperoleh melalui proses perundangan bernilai RM3,000 dan ke atas, PTJ perlu mengemukakan dokumen-dokumen berikut kepada Seksyen/Unit Aset, Jabatan Bendahari kampus masing-masing untuk pendaftaran:

- i. Daftar Harta Modal (KEW.PA 3); dan
- ii. Salinan surat menerima sumbangan dan kelulusan Naib Canselor mengikut peraturan yang sedang berkuat kuasa (rujuk Polisi Hadiah dan Endowmen Universiti) berserta maklumat lengkap aset berkaitan.
- iii. Dokumen-dokumen lain sekiranya berkaitan:
  - a) Borang Pindahan Aset Alih (KEW.PA 17-Dalaman USM) atau (KEW.PA 18-Luar USM) jika aset diterima secara pindahan;
  - b) Salinan dokumen-dokumen lain seperti dokumen pembelian atau apa-apa kelulusan khas (jika ada);
  - c) Salinan Sijil Lucut Hak bagi aset yang diterima berikutan Perintah Lucut Hak oleh Mahkamah (jika ada).



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4. Bagi aset bernilai rendah/inventori (bernilai kurang daripada RM3,000.00) yang diperoleh melalui sumbangan/hadiah/diperoleh melalui proses perundangan, PTJ perlu mendaftar aset tersebut menggunakan Borang Daftar Aset Bernilai Rendah (KEW.PA 4). Pengurusan aset bernilai rendah/inventori diuruskan di peringkat PTJ.

5. Sekiranya terdapat sebarang pertanyaan lanjut berhubung perkara ini, YBhg. Dato'/Prof./Dr./Tuan/Puan boleh menghubungi Seksyen/Unit Aset, Jabatan Bendahari kampus masing-masing.

6. Kerjasama YBhg. Dato'/Prof./Dr./Tuan/Puan amat diharapkan dalam hal ini dan memanjangkan perkara ini kepada semua Pegawai Aset PTJ dan staf di bawah seliaan bagi mengenal pasti aset Universiti yang diperoleh melalui sumbangan/hadiah/diperoleh melalui proses perundangan untuk pendaftaran.

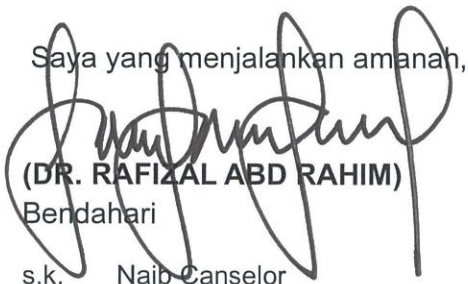
Perhatian dan kerjasama semua pihak dalam perkara ini amatlah diharapkan dan dihargai.

Sekian, terima kasih.

**"MALAYSIA MADANI"**

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,



(DR. RAFIZAL ABD RAHIM)  
Bendahari  
s.k. Naib Canselor

Timbalan Naib Canselor  
Bahagian Jaringan Industri dan Masyarakat

Pengarah  
Pusat Perancangan Institusi dan Strategik

Ketua Audit Dalam

Timbalan Bendahari Kanan  
Bahagian Aset dan Kelestarian Kewangan

Timbalan Bendahari  
Bahagian Aset dan Kelestarian Kewangan

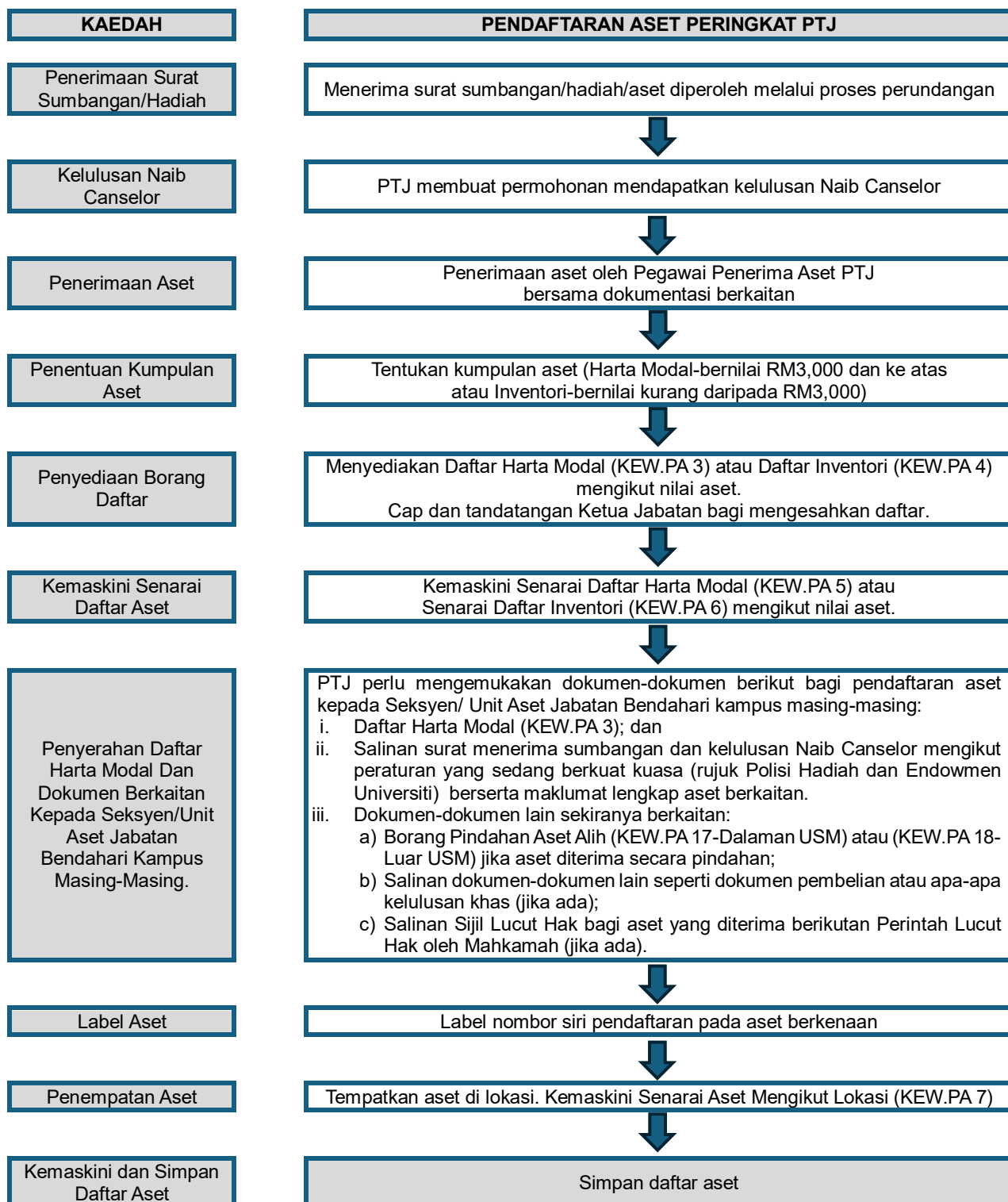
Timbalan Bendahari  
Jabatan Bendahari Kampus Kesihatan

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PENDAFTARAN ASET UNIVERSITI YANG DIPEROLEH MELALUI SUMBANGAN/  
HADIAH/DIPEROLEH MELALUI PROSES PERUNDANGAN**

s.k.      Timbalan Bendahari  
            Seksyen Kewangan Institut Perubatan dan Pergigian Termaju  
  
            Ketua Penolong Bendahari  
            Jabatan Bendahari Kampus Kejuruteraan

RAR/UO/IMB/SAZ/dn/nsm

**CARTA ALIR PENDAFTARAN ASET DIPEROLEH MELALUI SUMBANGAN/HADIAH/DIPEROLEH MELALUI PROSES PERUNDANGAN**





# Gifts & Endowment Policy

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## **1.0 INTRODUCTION**

Universiti Sains Malaysia (USM) solicits and receives gifts and endowment (G&E) to further its mission of education, research, community and public service, as well as to support the University's philanthropic fund.

USM accepts all G&E on behalf of the University and/or USM Foundation.

USM seeks support for the creation of a framework for G&E, which can provide significant financial benefits to the University in order to flourish, sustain and accelerate the University's outstanding Schools, Academic and Research Centres. This G&E Policy shall enrich support for the academic & internationalisation, research, talent development, APEX, resources, and community & industry engagement activities and/or projects of the Schools and Centres which will bring public recognition of their status.

## **2.0 OBJECTIVES**

The objective of this G&E Policy is to create a guideline for the management of the University's G&E funds, and to create awareness among USM staff, students and the general public regarding the importance of G&E.

## **3.0 DEFINITION OF GIFTS AND ENDOWMENT (G&E)**

### **3.1 Definition of Gifts**

Gift may be in cash or in kind given voluntarily by a donor without any consideration of USM. The gift is irrevocable. The gift can be either 'restricted' or 'unrestricted'.

'Restricted' means that the donor specifies a condition(s) upon which the donation can be used. 'Unrestricted' means that the donor does not specify any condition for the utilisation of the gifts.

### **3.2 Definition of Endowment**

Endowment is a transfer of monies or properties as a donation to USM. An endowment may come with stipulations regarding its usage. In some circumstances an endowment may be required to be spent in a certain way or alternatively invested, with the principal to remain intact in perpetuity or for a mutually defined time period. This allows for the donation to have an impact over a longer period of time than if it were spent all at once.



### 3.3 G&E Not Acceptable to USM

The University shall not accept G&E in the following circumstances:

- (i) G&E that is inconsistent with the University's academic purposes and corporate principles.
- (ii) G&E that inhibits the University from seeking G&E from other donors.
- (iii) G&E that involves discrimination.
- (iv) G&E that obligates the University to violate any other applicable law or regulation or which violates the University's Constitution, Statutes, Rules and/or Regulations.

## 4.0 TYPE OF GIFTS

Gifts can be in the form of the following:

- 4.1 Monetary Donations:** Monetary donations may be given in the form of cash, cheque, electronic funds transfer, credit card transaction, or other cash or monies transfer media accepted by the University.
- 4.2 Gifts-in-Kind:** Gifts-in-Kind are donations of property or item other than cash. The gift can include donations of land, buildings, marketable securities, equipment, furniture, collectable objects, library materials, archival materials and office supplies.
- 4.3 Gifts-of-Securities:** Gifts-of-Securities are donations of gifts in the form of shares or securities, which include also donation of mutual funds.
- 4.4 Pledged Gifts:** Pledged-Gifts are future committed gifts or donation in cash or kind with clear description of intent and purpose from the donor and include unrestricted gifts.
- 4.5 Gifts for Student Awards and Scholarships:** The University accepts gifts for Student Awards for specific purposes, and also Student Scholarships to fund their studies.



## 5.0 TYPE OF ENDOWMENT

- 5.1 Permanent Endowment:** With Permanent Endowment, the donor specifies that the principal amount is to be invested and maintained in perpetuity; it cannot be spent. Only the income/interests derived from the investment may be utilised.
- 5.2 Quasi Endowment:** With Quasi Endowment, the University must retain the purpose and intent of the fund as specified by the donor or source of the original funds and only income/interests may be spent for those specified purposes. The principal may be expended if stipulated by or in consultation with the donor.
- 5.3 Term Endowment:** With Term Endowment, all or part of the principal amount given by the donor may be expended after the expiration of a stated period of time or occurrence of a specified event, depending on the donor's wishes.

## 6.0 DONORS AND DUE DILIGENCE

- 6.1 Donors:** Donors are individuals, corporations or bodies that contribute money or gifts-in-kind to the University's G&E fund for specific or general purposes of the University.
- 6.2 Due Diligence Exercise:** The University will conduct a due diligence exercise on the donor including the source of the purported contribution prior to accepting any donation.

## 7.0 RECEIVING G&E

### 7.1 Approving Authority

All G&E endowed to the University are subject to the approval of the University's Board of Governors (LGU) in accordance to the University's Rules and Regulations. Subject to a written delegation of power or minutes from the LGU, the following Committees may have the power to approve the donation:-

- (a) Up to RM 5 million – USM G&E Fund Committee
- (b) More than RM 5 million – University's Management Committee (JKPU)

### 7.2 Monetary Donations

- (a) Monetary donations may be given in the form of cash, cheques, electronic fund transfers, credit card transactions or other cash transfer media accepted by the University.

- (b) Employees of the University may make donations by way of salary deductions.
- (c) For monthly/scheduled donation, the donor may do so through credit card payments, salary deductions and/or pre-authorised electronic transfer of funds.
- (d) Monetary donations shall be issued to the Bursary USM and may be received by PTJs, Departments, Centres or any Units in the University. All gifts must be forwarded to the G&E Secretariat for processing.
- (e) Subject to the Inland Revenue Board (IRB) rules and regulations, official receipts for tax exemption purposes may be provided by the University's Bursary to all gifts and donations.
- (f) Receipts shall be issued by the University's Bursary for all monetary donations under G&E.

### **7.3 Donation for Building/Land and Awards**

#### **7.3.1 Naming Rights of Building/Land**

- (a) Where the 'Gifts-in-Kind' is for more than two-thirds (2/3) of the costs of construction of an entire building, the naming right of the building may be shared between the donor and USM.
- (b) Donors who donate less than two-thirds (2/3) of the cost of the building/land may have the donors' names included in the list of 'contributors' for the building.
- (c) USM shall have the discretion to change or remove the name of the donor in the event that the donor is found guilty by a court of law for associating itself in any scandalous issue which gives an adverse effect or negative reflection on the University, including failing to comport with the mission and vision of USM.
- (d) The University has the absolute discretion to name any particular space, e.g. room/laboratory/theatre within or outside the building in the University, in the name of the donor.
- (e) The minimum value of the gift to qualify for the naming rights under 7.3.1 (b) shall be RM5 million.
- (f) The University shall have the right to revise the amount specified in section 7.3.1(e) from time to time.

### **7.3.2 Naming Rights of Student Awards and Scholarships**

The naming right of Student Awards or Scholarships shall be determined by the Vice-Chancellor.

### **7.4 Pledged Gifts**

For all pledges of value RM10,000 or more, a Letter of Intent or Gift Agreement must be executed by the donor. All pledged gifts must be realised by the donor within six (6) months from the date of the Letter of Intent or Gift Agreement.

### **7.5 Non-Monetary Donations**

- (a) The G&E Secretariat is responsible to evaluate and coordinate the receiving of all non-monetary items of G&E, and to inform the University's Bursary.
- (b) An acknowledgement or receipt shall be provided by the University's Bursary on all non-monetary donations under G&E.

## **8.0 THE COMPOSITION, ROLES AND RESPONSIBILITIES OF USM G&E FUND COMMITTEE**

The USM G&E Fund Committee comprises of:

- (a) Vice-Chancellor as Chairman;
- (b) Deputy Vice-Chancellor of Industry & Community Network as Deputy Chairman;
- (c) Director of Health Campus;
- (d) Director of Engineering Campus;
- (e) Registrar;
- (f) Bursar;
- (g) Legal Advisor;
- (h) Director of Advance Medical Dental Institute;
- (i) Director of Centre for Islamic Development and Research;
- (j) Head of Gift and Endowment Champion;
- (k) One member from Senate, appointed by the Vice-Chancellor; and
- (l) A senior academician, appointed by the Vice-Chancellor.

The USM G&E Fund Committee is responsible for:

- (i) preparing policy documents, guidelines and SOPs for the G&E Program;
- (ii) strategizing ways to increase G&E funds for USM;

- (iii) deciding on the receiving and acceptance of G&E up to RM 5 millions; and
- (iv) appointment of any sub-committee(s).

## **9.0 USES OF G&E FUNDS**

Unless indicated by the donor, USM G&E Fund Committee shall decide on the use of the G&E funds. This includes academic & internationalisation; research; talent development; APEX; resources, community & industry engagement activities and/or projects; and all other uses deemed fit by the University.

## **10.0 SPENDING, INVESTING AND DISBURSEMENT OF G&E**

### **10.1 Spending G&E**

In order to preserve the real value of USM's G&E assets, a spending rate can be proposed that strikes a reasonable balance between current spending outlays and reinvestment of the remainder to support spending in the future. An appropriate percentage of market value will be set annually by the USM G&E Fund Committee.

### **10.2 Investing G&E**

All G&E funds shall be invested in accordance with ***USM Investment Policy***.

### **10.3 Disbursement of G&E**

Disbursement policy for 'restricted' G&E is based on donors' terms of reference, and 'unrestricted' G&E is in accordance with procedures under Section 9(3) of the ***Financial Procedure Act 1957***.

## **11.0 COMPLIANCES**

### **11.1 Anti-Money Laundering Act 2001**

The University will report to the authorities if it has credible belief or information that a donation or purported donation is associated to an illegal activity or derives from an unlawful source under the Anti-Money Laundering Act 2001.

### **11.2 Syariah Compliance**

The University will ensure that all donations are sourced, received and utilised in compliance with the Syariah laws and duly accepted and approved by the University's syariah committee.

## **12.0 POLICY REVIEW AND REVISION**

This G&E Policy may be reviewed and revised yearly to ensure that it remains relevant and effective for the continuity of USM's G&E Fund program.