



NASA Procedural Requirements

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NPR 1210.1

Effective Date: December 01, 1999

Expiration Date: December 01, 2004

Responsible Office: BF / Financial Operations Division

Procedures For Use of Monetary Gifts and Donations By NASA

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Effective Date: December 1, 1999

Preface

P.1 PURPOSE

This NASA Procedures and Guidelines (NPG) establishes responsibilities, procedures, and guidelines governing the use and expenditure of funds in the form of monetary gifts, donations, and bequests which are unsolicited and offered to NASA without condition. These monetary

gifts, donations, and bequests are not attributable to, nor associated with, any contractual or other legal instrument for performing mission related work or services.

P.2 APPLICABILITY

This NPG is applicable to NASA Headquarters and NASA Centers, including Component Facilities. This NPG is applicable only to monetary gifts accepted by NASA under NPD 1210.1C (see paragraph P.4 b.)

P.3 AUTHORITY

42 U.S.C. 2473 (c)(4) Section 203 (c)(4) of the National Aeronautics and Space Act of 1958, as amended.

P.4 REFERENCES

- a. NPD 9050.3D, Administrative Control of Appropriations and Funds.
- b. NPD 1210.1C, Acceptance of Gifts by NASA.
- c. NPD 1210, Use of Gifts and Donations Accepted by NASA.

P.5 CANCELLATION

None.

/s/ Arnold G. Holz
Chief Financial Officer

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Chapter 1. Operating Guidelines

1.1. INTRODUCTION

This NPG provides guidance for the use of monetary gifts, donations, and bequests given to and accepted by the Agency, and specifies procedure for requesting funds from the monetary gifts, donations, and bequests account.

1.2. OBJECTIVE

The objective of this NPG is to expedite the use of the resources authority provided for monetary gifts, donations, and bequests to the Agency, and to ensure a timely disbursement of the resources authority for an Agency-approved activity. Monetary gifts, donations, and bequests may be used only for activities that are in the further a statutorily authorized purpose of the Agency.

1.3. MANAGEMENT

Procedures for requesting and obligating these funds are as follows:

1.3.1 The requesting Center organization shall prepare a project proposal. The proposal shall include a description of the project, including benefits expected to result from the project, a project schedule, the amount of funds needed (travel and program related) and the personnel

involved.

1.3.2 The proposed project should have a duration of 1 year or less and a request for funds of \$25,000 or less.

1.3.3. The project proposal shall be submitted to the requesting organization's Division Director or equivalent, the Center Technical Director or equivalent, the Center Chief Financial Officer, and the Center Director, for review and concurrence.

1.3.4. If the project proposal receives the concurrence of the Center officials listed in paragraph 1.3.3., the proposal shall be submitted to the Office of the Chief Financial Officer (CFO), NASA Headquarters.

1.4. RESPONSIBILITIES

1.4.1. The Director, Financial Management Division, NASA Headquarters, will review the proposal to ensure all information and documentation is complete. Prior to submission to the NASA CFO for acceptance or rejection, the Director, Financial Management Division, will coordinate the review and approval by the appropriate Enterprises and NASA Headquarters functional offices, such as the Office of General Counsel, and the Office of the Chief Engineer. The requesting office will be notified of the final decision on acceptance or rejection of the proposal.

1.4.2. The NASA CFO will assign appropriate account codes and funds will be controlled through the NASA funds control system.