



San José State
UNIVERSITY

GIFT ACCEPTANCE FORM (NON-MONETARY)

ALL DONOR CORRESPONDENCE REGARDING THIS GIFT MUST BE ATTACHED.
NOTE: The donor should include, if available, specifications and/or documentation for any donated equipment.

The originating department is responsible for any costs associated with disposing of equipment. For tax deductibility the gift must be operational and have a remaining life in its current form of two or more years.

The originating campus department **must** complete Step 1 and Step 4.

- ◆ Steps 1, 2, and 3 must be completed **prior to delivery** of gift equipment or supplies
- ◆ Steps 4, 5, and 6 must be completed **after delivery**
- ◆ Originating department **must** obtain signatures from Facilities Development and Operations (FD&O) and, **if applicable**, the Computer Center.
- ◆ After the equipment is delivered, the originating department **must** route this completed form to the Property Office in the Accounting and Costing Department (extended ZIP 0042)

STEP 1 ORIGINATING DEPARTMENT USE ONLY (EXTENDED ZIP _____)

FROM: _____
Department _____ Contact Person - Name & Extension _____

DONOR INFORMATION: Name _____
Address _____
Corporate contact name phone _____

GIFT INFORMATION: Item _____ Value _____
(use additional sheets if necessary) (determined by donor)
Is this gift considered company product? yes no
Is this a software license gift? yes no Educational discount license value \$ _____
(Attach supporting documents)

USE: To be used in original form To be modified To be cannibalized (not tax-deductible)

CONDITION: New Used Requires modification _____

WHERE TO BE LOCATED: _____

WHEN TO BE PUT IN SERVICE: _____

Department Chair/Director - Signature _____ Date _____

Dean, AVP or VP - Signature _____ Date _____
(items greater than or equal to \$5,000 or causing significant expense to college)

STEP 2 FD&O USE ONLY (0010)

Complete and return to originating department within 2 days. Explain action or information needed below.

Yes No N/A
 Equipment will fit through existing passageways.
Adequate facilities are available for: ventilation electricity plumbing floor space

FD&O - Signature _____ Title _____ Date _____

