

## Non-Monetary Gift Acceptance Form

Please complete and route for signatures. This form must be completed before the University can officially accept a proposed gift. All donor correspondence regarding this gift must be attached. The donor should include any available specifications and/or documentation for any donated item. Gifts of \$5000+ require a formal third-party appraisal and the donor must submit a completed IRS 8283 form for signature. The originating department is responsible for any costs associated with transport, installation and/or disposing of items.

**Originating Department:**

College/School/Unit: \_\_\_\_\_  
 Department, Ext. Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Donor:**

Name: \_\_\_\_\_  
 If donor is a company, name of contact person: \_\_\_\_\_  
 Donor Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Gift Information:**

Gift Type:  Equipment     Product     Software     Other \_\_\_\_\_  
 Item Description: \_\_\_\_\_  
 Value (as determined by donor) \_\_\_\_\_  
 Condition:  New     Used  
 Use:  To be used in original form     To be modified     To be cannibalized (not tax deductible)  
 Gift to be located: \_\_\_\_\_  
 When to be put in service: \_\_\_\_\_  
 Date gift received (complete after item is received): \_\_\_\_\_

| Gift acceptance recommended by:                  | Name (Print) | Signature | Date  |
|--|--------------|-----------|-------|
| Department Chair/Director:                       | _____        | _____     | _____ |
| Dean, AVP, or VP <sup>2</sup>                    | _____        | _____     | _____ |
| Information Technology (IT) - VP <sup>3</sup>    | _____        | _____     | _____ |
| Art Collection Committee - Director <sup>1</sup> | _____        | _____     | _____ |
| FD&O - AVP <sup>2</sup>                          | _____        | _____     | _____ |
| Asset Services - Manager <sup>2</sup>            | _____        | _____     | _____ |
| Advancement Services - Director <sup>4</sup>     | _____        | _____     | _____ |

<sup>1</sup> Gifts of art MUST receive approval from the Art Collection Committee. <sup>2</sup> Required for items valued at \$5000+ or causing significant expense to the college. <sup>3</sup> IT approval required to obtain support for computer equipment. <sup>4</sup> Final signature.

### Definition

A non-monetary gift, commonly identified as “gift-in-kind”, is a voluntary contribution of goods or services that can be used to advance the mission of San José State University or can be readily converted to cash and may qualify as a charitable deduction for the person(s) making the gift. Please note that contributed services cannot be counted as a gift and do not qualify as a charitable tax deduction to the donor. However, a donor of services may be able to deduct expenses incurred while performing said services. In such cases, the donor should be advised to consult with a tax accountant.

### Purpose

The IRS has specific regulations regarding gifts-in-kind. This procedure outlines the process an employee of San José State University should follow when presented with a non-monetary gift. It limits the liability that may inadvertently be assumed by placing value on gifts or by accepting a gift that does not advance the mission of San José State University or cannot be readily converted to cash. It further assures that a donor will receive timely acknowledgement of his/her contribution.

### Procedure

1. When presented with a potential non-monetary (in-kind) gift, an individual must assess if the gift can be used to advance the mission of San José State University or could be readily converted to cash. If there is any question as to whether the contribution meets either of these criteria, the individual should contact his/her immediate supervisor or the Director of Advancement Services at (408) 924-1484.
2. If the gift is accepted, the receiver should offer an immediate and sincere expression of gratitude. At that time, the donor should be encouraged to complete a San José State University Non-Monetary (In-Kind) Gift Intent form. If the donor is unable or unwilling to complete the form, the receiver may complete the form. In this instance the receiver must write “N/A” as the gift value and note that the form was completed by him/her beneath the donor signature line. ***The individual accepting the gift cannot offer tax advice or dictate the value of the contribution.***
3. If the item is personal property of the donor and is valued at more than \$5,000, the donor must obtain a certified appraisal. The appraisal cannot be dated more than 60 days from the date of the donation. It must be prepared, signed and dated by a qualified appraiser. Federal law requires that the donor pay for the appraisal. (The cost of the appraisal is also tax deductible). This value will be used for gift reporting purposes only.
4. Once the donor has completed the form, the receiver must complete the San José State University Non-Monetary Gift Acceptance form and route it for all required signatures in the order they are listed. Gifts of art, IT software and equipment, and items valued over \$5,000 require additional signatures and the completion of the Supplemental page.
5. To finalize gift, the completed Intent and Gift Acceptance forms with all supporting documentation must be submitted to University Advancement, Advancement Services Dept. (Clark Hall 300, ext. zip 0184) who will send a formal letter of acceptance from the university to the donor and send copies to the receiving department.

## Non-Monetary Gift Acceptance Supplement

(For Use with Gifts of Art, IT and Items Over \$5000)

**Yes No N/A FD&O Checklist** (To be completed within two days and returned to originating dept.)

- Donated item will fit through existing passageways.
- Adequate facilities are available to accommodate gifted item.

Additional comments:

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**Yes No N/A Information Technology Checklist**

- Equipment/software is compatible with Computer Center supported configurations.

Additional comments:

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**Yes No N/A Art Collection Committee Checklist**

- Artwork has been reviewed by Committee; evaluation matrix has been satisfactorily completed and is attached.
- Installation and lifecycle maintenance costs have been calculated and their support source identified. This source is \_\_\_\_\_.
- Confirming letter attached.

Additional comments:

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**Asset Services Checklist** (Complete and route to Advancement Services ext. zip 0184)

Tag # \_\_\_\_\_ Serial # \_\_\_\_\_ Model \_\_\_\_\_  
 Location \_\_\_\_\_ Date Tagged \_\_\_\_\_

**Yes No N/A University Advancement Checklist**

- Form complete.
- Acceptance letter sent to donor and copies filed.
- Copy of form sent to originating department.
- If art, a copy of form sent to Risk Management and Art Collection Director.

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