

GIFT-IN-KIND (GIK) ACCEPTANCE FORM

Today's Date: \_\_\_\_\_

DONOR INFORMATION						
Advance Entity ID		RELATIONSHIP TO C	CSUSB			
Donor Name		🗆 Alumni	Parent	🗆 Friend	□ Faculty/Staff	
Spouse Name		Corporation	Foundation	$\Box$ Other		
Company Contact						
Title	Fax □Home □Business					
Address		Email  Home Business				
□Home □Business		Website  Personal  Business				
Soft Credit To (Entity ID)		Acknowledgment Letter Contact				
		_				
GIFT INFORMATION						
Estimated Value Of GIK \$	Date Gift Received					
Donation Amount	Fe	dn. Donation Acct. #				
Account Title	A	ppeal Code				
<b>GIK Description</b> Indicate t to operate. Attach a separ	he quantity, model number, manufacturer, etc., an rate sheet if necessary.	d whether it needs spac	ce, additional su	ıpport, mateı	rial and/or service	
GIK Intended Use						
Gift Valuation Method						
Appraisal	$\Box$ Vendor Documentation (I.E. Invoice)	$\Box$ Other	Donor Co	orresponden	ce Attached	
Gift Restrictions List any r	estrictions set by the donor-attached supporting d	ocuments				
Location of GIK Building a	nd Room #					
Anticipated Monthly/Yea accepting the gift	rly Maintenance Costs All costs associated with acc	ceptance of the GIK are	e the responsibili	ity of the dep	artment/program	
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## **GIFT-IN-KIND (GIK) ACCEPTANCE FORM**

Today's Date:

## POLICY ON THE RECOMMENDATION OF ACCEPTANCE OF GIFTS

Policy on the recommendation of acceptance of this gift is not in conflict with the following provision of Article 8, Section 42300 of Title V, California Administrative Code, paragraph (3) to with:

- A. A. The property is not subject to trust, condition reservation, or restriction of any kind.
- B. B. The property will not require more than 100 square feet of floor space for housing or the construction of specialized facilities.
- C. C. The property will not require amounts of state funds for operation, repair, or maintenance that are unreasonable in relation to the item received.

If the gift is in conflict with A, B, or C above, the Vice President for University Advancement should be contacted for further guidance.

## **GIFT-IN-KIND ACCEPTANCE FORM CHECKLIST**

Gifts-in-kind valued at more than \$5,000 require an independent qualified appraisal.

Detailed guidelines outlining the requirements for an independent appraisal can be found in *IRS Publication 561, Determining the Value of Donated Property* which is at the following website: <u>http://www.irs.gov/pub/irs-pdf/p561.pdf</u>

## Gifts-in-kind valued at <u>\$5,000 or less</u> may be valued in any of the following ways:

- 1. The valued placed on the gift by a qualified independent appraiser. While not necessary for IRS purposes, the donor may nonetheless obtain such an appraisal.
- 2. The valued placed on the gift by a qualified independent appraiser. While not necessary for IRS purposes, the donor may nonetheless obtain such an appraisal.
- 3. The valued declared by the donor with supporting documentation such as: (1) paid bill of sale or (2) the invoice and a copy of the check or personal credit card statement showing payment.
- 4. The value determined by a qualified expert on the faculty or staff of the institution, but not an individual whose fundraising totals will be directly affected by the gift.
- 5. The value established by the purchaser's winning auction bid at a charity event. Only the amount above the predetermined fair market value may be claimed as a contribution.