

**California State University, Fullerton
In-Kind Gift Acceptance Form**

Revised 9/16/08

Please read "In-Kind Gift Guidelines and Acceptance Form Instructions"

DONOR INFORMATION

Legal Donor Advance # (if known)

Legal Donor Name

Address

City/State/Zip

Phone #(s)

Additional Info for Business and Foundation Donors

Contact Person

Title

Legal Donor Primary Type (check one)

- Friend Alumnus/Alumna Emeritus/Emeriti
 Business/Corp Foundation Faculty/Staff Other

Associated credit, if applicable (must have UA-AVP prior approval)
Name/Addr/Advance #

GIFT INFORMATION

Type of Gift

- Tangible Personal Property Computer Hardware/Software Real Property Other (specify)

Description of Gift [Please provide as much detail as possible and note item condition (i.e. new/used/obsolete). Attach a separate sheet if necessary]

Does this gift contain or produce any hazardous materials that could be harmful to University personnel, or that will require specific environmentally safe monitored disposal?

- No Yes (explain)

Does this gift require installation of any kind for it to be of value to the University?

- No Yes (explain)

Purpose of Gift [please provide as much detail as possible - attach a separate sheet if necessary]

To use or add to the University's equipment/property/supply inventory for (detail use):

To sell and use the proceeds for the following purpose:

Additional Info for Fixed Assets: An individual item (either the whole gift or part of the gift) with an estimated value larger than \$5,000 is considered a fixed asset. If this is the case with this gift, please state the name of the responsible Appropriate Administrator (per the CSUF Fixed Assets Policy) below:

Appropriate Administrator Responsible for Fixed Asset

VALUATION

Gift values must be supported by one of the following forms for substantiation to record a *current fair market gift value* in the donor record. If insufficient or no value substantiation is attached, a temporary token value of \$1 will be assigned to the gift until the needed documentation is secured. This should occur within a month of the form being filed, and must occur by the end of the current fiscal year. **Please note special requirements for independent appraisals of gift values over \$5000.**

- Original sales receipt (for purchased items) or an invoice from a vendor showing what would have normally been charged **Substantiated/Estimated \$ Value**
 Copy of gift card or certificate indicating the value (Gift cards provided by a business for their own services cannot be assigned a gift value)
 Price quote of the normal sales price of the item (secured from a source such as the internet or a current catalog)
 An assessment in writing by a qualified on-campus expert (not permitted for a gift value of more than \$5000)
 Copy of an independent appraisal provided by the donor or paid for by the University (required for artwork to record gift value over \$5,000; may be required to record a gift value of more than \$5000 for other items if value substantiation is an issue)
 This item involved a service (The value of a person's/organization's time or service is generally NOT considered a charitable contribution. However, the estimated value can be noted on the donor record to document the donor's effort)

FORM CONTACT PERSON CERTIFICATION

I have fully read the 'In-Kind Gift Guidelines and Acceptance Form Instructions'. In particular, I:

- understand that taking possession of the gift may only occur *after acceptance by the committee*;
 have attached valid documentation per the guidelines substantiating the current FM value of the proposed gift or, if no documentation is attached, understand that only a token gift value will be recorded;
 understand that all services, which are considered to include gift certificates to a donor's place of business, will be booked with a zero-value (\$0).

Contact Name
Phone/Ext

Contact Signature

APPROVAL SIGNATURES

College/Area

Department

Dept Chair/Director

Date

Dean/VP/Pres

Date

UA USE ONLY

Recorded Gift Value

Gift Date of Record

Executive Director, Advancement Operations

Date