CALIFORNIA STATE UNIVERSITY, FULLERTON
DELEGATION OF GIFT ACCEPTANCE AUTHORITY

The University Gift Acceptance Committee is authorized to execute, either electronically or manually, transactions and documents associated with the following gift acceptance activity:

☐ Evaluation and acceptance of gifts, bequests, and donations of tangible personal property; computer hardware and software; non-marketable assets; chemicals and equipment contains chemicals; and radioactive material and radiation producing machines.

☐ Evaluation and acceptance of gifts, bequests, and donations of interests in real property on behalf of the California State University Board of Trustees when acceptance has been authorized by a resolution of the Board of Trustees or is part of an approved campus master plan (Standing Orders, Chapter III, Section 7-b)

☐ Evaluation, acceptance, and designation of who may use gifts providing a personal benefit to an official of the university as required by California Fair Political Practices Commission regulation of Gifts to Agency

The University Gift Acceptance Committee members shall be:

Greg Saks – Vice President, University Advancement
Stephen Garcia – Interim Vice President, Administration and Finance/CFO
Jose Cruz – Provost and Vice President, Academic Affairs
Berenece Johnson Eanes – Vice President, Student Affairs

This delegation to the Committee may be amended or rescinded at any time by the President of California State University, Fullerton.

In acting pursuant to this delegation, due diligence must be performed to ensure that all gifts accepted will aid in carrying out the primary functions of the California State University as specified in Education Code sections 89720 and 66010.4(b) Further, all gifts, bequests, devises, and donations which are accepted must be used in accordance with restrictions specified by the donor. In the performance of these activities, designees shall adhere to the spirit as well as the letter of all applicable laws and regulations. All advancement programs and activities shall adhere to the Code of Ethics and Standards of Practice set forth by the Council for Advancement and Support of Education, the National Association of College and University Business Officers, and the Association of Fundraising Professionals.

The Committee is designated to act on behalf of California State University, Fullerton, for the gift acceptance authorizations noted above, and is authorized to submit documents associated with such activity.

Approving Authority Name: Mildred García, President

Approving Authority Signature: [Signature]

Date: 6/4/13

---

1 This authority may only be delegated by the chancellor or president. Note that this authority relates to gifts of real property to the state university. Generally, real property should be accepted to an auxiliary where the asset could be sold without legislative approval.

2 This authority may only be delegated by the chancellor or president.

3 Education Code section 89720. The trustees may accept on behalf of the state any gift, bequest, devise, or donation of real or personal property whenever the gift and the terms and conditions thereof will aid in carrying out the primary functions of the California State University as specified in Section 66010.4(b). Neither 11005 of the
California State University, Fullerton
In-Kind Gift Policy
Addendum

This addendum authorizes the modification of the University's In-Kind Gift Acceptance Policy concerning gift approval by the Gift Acceptance Committee.

From this day forward, the Vice President for University Advancement shall have the sole authority to approve all potential in-kind gifts at or below $5,000. For those gifts in excess of the $5,000 threshold, the Gift Acceptance Committee will provide approval in accordance with the University's policy. All other terms and conditions of the policy will remain unaffected by this modification.

President

Greg Saks 5/4/13
Vice President
University Advancement
Committee Review
In accordance with the University's In-Kind Gift Acceptance Policy (revised and approved by PAB on 9/15/08), all gifts made to Cal State Fullerton must receive prior approval from the Gift Acceptance Committee. The intent of the Committee is to review potential gifts to the University in a timely manner and ensure that all issues with respect to a potential gift, including acceptance, valuation and disposition, are resolved expeditiously. The Department will be notified once the Gift Acceptance Committee has made a decision.

In-kind gifts subject to this policy are classified into the following categories:
- **Tangible Personal Property**
  - Works of art; manuscripts; literary works; motor vehicles; equipment
- **Computer Hardware and Software**
  - Only the license value of computer software should be valued, not the number of seats
- **Real Property**
  - Only the CSU Board of Trustees may accept real property upon the recommendation of the University President or designee
- **Other Assets**
  - Generally gifts of this type are received with the intention of selling within a reasonable period of time. The Committee must receive a reasonably current appraisal from an independent source of the fair market value of these kinds of assets (i.e., promissory notes; assignment of promissory notes; partnership interests; restricted and non-publicly traded securities).

In-Kind Gift Acceptance Form
The University’s In-Kind Gift Acceptance Form should be completed for all proposed in-kind gifts and submitted to the Gift Administrator in University Advancement in CPB50 for processing and submission to the Gift Acceptance Committee for review and prior approval. The form is available online at [http://www.fullerton.edu/advancement/operations/gift.html](http://www.fullerton.edu/advancement/operations/gift.html) or from the Gift Administrator at x7071.

Valuation of Gift
The value of the gift represented on the In-kind gift form is used for internal and external accounting/gift reporting and is not meant to assist the donor with IRS tax deduction issues. It is responsibility of the donor to value the gift for their tax deduction purposes. Donors should contact their tax advisor for assistance.

If the donor does not obtain an independent appraisal or prefers to not provide a copy to the University, one of the following types of documentation must be attached to the form substantiating the value of the gift in order to record a gift value in the donor database (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
- Copy of gift card or certificate indicating a 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 paid for by the University (required for gifts of artwork valued at more than $5000 to record the value in the donor database; may be required to record a gift value of more than $5000 for other items if value substantiation is an issue)

Please note: The gift value must be the current fair market value. If items are used or obsolete, the value should be discounted to reflect a lower fair market value.

If insufficient or no value substantiation is attached, a temporary token gift value of $1 will be assigned to the gift in the donor database 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 for a gift value to be recorded in the donor database. If no documentation is received by the end of the current fiscal year, the token value will remain on the donor’s record.

Generally, the value of an individual or an organization's time or service cannot be considered a charitable contribution.

For any questions about how to determine the value of a gift, please contact the Gift Administrator in University Advancement at x7071.

Tax Deduction Guidelines
Donors seeking to claim an income tax deduction for an in-kind gift of over $500 must complete IRS Form 8283 and submit it for signature by the University confirming receipt of the in-kind gift. In-kind donations of over $500 also require a qualified appraisal obtained and paid for by the donor, and the qualified appraiser must also sign IRS Form 8283 for the donor. IRS Form 8283 is available online at [www.irs.ustreas.gov](http://www.irs.ustreas.gov).

If a donated item, originally valued at more than $500, is sold by the University within a two-year period after receipt of the gift AND the University signed IRS Form 8283 for the donor, the University is required to file IRS Form 8282. IRS Form 8282 notifies the IRS of when the merchandise was sold and for what price, which could impact the donor’s tax deductibility amount.

Definitions
Legal Donor: The individual or organization who can claim the legal credit for the value of the charitable deduction according to IRS regulations.

Advance #: The number assigned to the donor in the University’s Sungard Advance donor database (formerly known as BSR).

Associated credit: Also known as honor roll credit, soft credit, or recognition credit. A donor associated with the legal donor may be given associated credit on the donor database for Honor Roll purposes. Associated credit must have prior approval of the Associate Vice-Presidents of University Advancement.

Fiscal Year End and Calendar Year End Deadlines for Processing In-kind Gifts
The deadline for submitting in-kind gift forms at fiscal year end for honor roll posting that fiscal year is the first Friday of the first full week in June and will be dependent on approval by the gift acceptance committee. Forms must have all information completed and any necessary documentation attached along with appropriate approval signatures or the in-kind gift may not be processed in that fiscal year. For calendar year end, the deadline for posting to that calendar year is the first Friday of the first full week in December. All in-kind gift forms received after the first Friday of the first full week in June (December for calendar year end) will be posted in the following fiscal (calendar) year after approval by the in-kind gift committee.

Revised 9/15/08
Gifts-In-Kind

Gifts in kind are a donation of goods.

In-kind gifts are classified into the following categories:
- Tangible personal property
- Real Property
- Works of art; manuscripts; literary works; motor vehicles; equipment
- Computer hardware and software (Only the license value of computer software should be valued, not the number of seats)
- Other assets

Gifts in Kind can only be accepted by Cal State Fullerton, not by the Foundation. All gifts in kind made to Cal State Fullerton must receive prior approval from the Gift Acceptance Committee. The intent of the Gift Acceptance Committee is to review potential gifts in kind to the University in a timely manner and ensure that all issues with respect to a potential gift in kind, including acceptance, valuation and disposition, are resolved expeditiously. The Department will be notified once the Gift Acceptance Committee has made a decision.

In the case of a donation of real property, only the CSU Board of Trustees may accept real property upon the recommendation of the University President or designee.

The Committee must receive a current appraisal from an independent source of the fair market value of these kinds of assets (i.e. promissory notes; assignment of promissory notes; partnership interests; restricted and non-publicly traded securities).

The value of the gift represented on the In Kind gift form is used for internal and external accounting/gift reporting and is not meant to assist the donor with IRS tax deduction issues. It is the responsibility of the donor to value the gift for their tax deduction purposes. Donors should contact their tax advisor for assistance. If the donor does not obtain an independent appraisal or prefers to not provide a copy to the University, one of the following types of documentation must be attached to the form substantiating the value of the gift in order to record a gift value in the donor database.

- Original sales receipt (for purchased items) or an invoice from a vendor showing what would have normally been charged
- Copy of gift card or certificate indicating a 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 paid for by the University (required for gifts of artwork valued at more than $5000 to record the value in the donor database; may be required to record a gift value of more than $5000 for other items if value substantiation is an issue)

The gift value must be the current fair market value. If items are used or obsolete, the value should be discounted to reflect a lower fair market value. If insufficient or no value substantiation is attached, a temporary token gift value of $1 will be assigned to the gift in the donor database 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 for a gift value to be recorded in the donor database. If no documentation is received by the end of the current fiscal year, the token value of $1 will remain on the donor's record.

Generally, the value of an individual or organization's time or service cannot be considered a charitable contribution.

Tax Substantiation

Donors seeking to claim an income tax deduction for an in kind gift of over $500 must complete IRS Form 8283 and submit it for signature by the University confirming receipt of the in kind gift. In kind donations of over $5000 also require a qualified appraisal obtained and paid for by the donor, and the qualified appraiser must also sign IRS Form 8283 for the donor.

If a donated item, originally valued at more than $500, is sold by the University within a two-year period after receipt of the gift AND the University signed IRS Form 8283 for the donor, the University is required to file IRS Form 8282. IRS Form 8282 notifies the IRS of when the merchandise was sold and for what price, which could impact the donor's tax deductibility amount.

In Kind Gift Acceptance Form

The University's In Kind Gift Acceptance Form should be completed for all proposed in-kind gifts and submitted to the Sr. Director of Advancement Services in University Advancement for processing and submission to the Gift Acceptance Committee for review and prior approval.

The form is available online at http://www.fullerton.edu/advancement/operations/gik.html.

Processing deadlines
- Monthly – the 25th of the current month.

Inventory
Gifts in kind received for the purposes of a fundraising event (i.e., Auctions, Galas, Concert Under the Stars, etc.) must be kept in an inventory log. The unit responsible for the fundraising event is also responsible for the inventory log. The log must be made available to the Campus Asset Manager, the School or Department and Advancement Services upon request. The inventory is updated before the event and after the event.