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Gifts-in-Kind Procedure

PURPOSE:

These procedures will guide the acceptance, use, reporting, and acknowledging of gifts-in-kind.

BACKGROUND:

These procedures have been developed to provide direction to CSU Channel Islands employees who may be recipients of gifts-in-kind. The procedures that follow summarize the process that all University employees must use when a gift-in-kind is offered.

PROCEDURE:

Accountability:

President, Provost, Vice President for Business & Financial Affairs, Vice President for Student Affairs, Vice President for Technology & Innovation, Vice President for University Advancement, and/or respective designees.

Applicability:

The procedure applies to all University administrative and academic units, auxiliary enterprises and auxiliary organizations.

Definition(s):

Gift-in-kind: a donation of goods or property to campus. Examples include:

- Equipment
- Laboratory supplies
- Catering
- Jewelry
- Usable props
- Coins/Stamps
- Office Supplies
- Vehicles
- Gift cards

Text:

For gifts less than \$5,000 in value, the donor must provide the following documentation:

- Indication of ownership
- Intent to donate
- Estimate of value – value for personal items should be the resale value (i.e.: thrift store value)

Such documentation is not required if the gift is accompanied by receipts, invoices, or value is readily established (i.e. gift cards). Gifts without proper valuation may be accepted, but will be booked at the nominal value of \$1.00.

For gifts-in-kind greater than \$5,000, the University is required to sign an [IRS Form 8283](#) which is submitted with the donor's tax return to substantiate the gift. The form will identify the asset(s) donated, but will not assign value. Value is determined by an appraisal from a "qualified appraiser" who has been retained by the donor at no expense to the University.

Gifts-in-kind will be held or sold at the sole discretion of the University. As such, the University reserves the right to deaccession objects in accordance with the guidelines established in the [Procedures for Acquisition, Loans to the University, and Deaccession](#). If an asset is sold within three years, the University is required to file an [IRS Form 8282](#), indicating the value received in the sale. This may have implications for the donor's initial charitable deduction, should the value be significantly different.

Gifts of real and personal property for which donors qualify for a charitable deduction should be counted at their fair market value. Gifts-in-kind such as equipment and software shall be counted at their educational discount value which, for purposes of these standards of reporting, shall be deemed to be the fair market value.

Action Procedures for Accepting Gifts-in-Kind

Action Number	Description of Action	Responsible Party
1	Negotiates with donor the terms and conditions of the gift in conjunction with an authorized Department Chair and/or Dean, with support from Procurement, if needed.	Director of Development (DOD) or other
2	Department Chair and/or Dean verifies the unit wishes to receive item(s).	Faculty/Dean
3	Notifies the donor that a gift-in-kind of \$5,000 or greater will require a “qualified appraisal” be conducted at the donor’s expense, as per IRS regulations, to include but not be limited to signing an IRS Form 8283.	DOD
4	Donor provides DOD indication of ownership, intent to transfer item, and estimate of value in writing to the university. (Deed of Gift Form).	Donor
5	DOD sends Deed of Gift Form with donor signatures to University Advancement (UA) Gift Processing team.	DOD
6	Gift Processing routes for campus signatures. Unit Head signature required for gifts that require space or maintenance costs. Dean/ AVP can sign for gifts valued at under \$5000 and that do not require maintenance costs.	UA Gift Processing
7	Copy of Deed of Gift is maintained by UA Gift Processing. For gifts that require tagging and maintenance, the Deed of Gift and supporting documentation is distributed to Dean, Chair, and Property Management.	UA Gift Processing
8	Advancement Financial Services confirms physical receipt of the donation with the GIK Contact Person.	Advancement Financial Services
9	If the gift is from an individual and the value of the gift is \$5,000 or greater, donor submits via DOD to Director of Advancement Financial Services IRS Form 8283 with a minimum Section B, Part I completed.	Donor
10	For a gift from an individual and a gift value of \$5,000 or greater, the VP or designee acknowledges gift in Part IV on Form 8283.	Vice President for UA
11	Completed Form 8283 forwarded to Vice President for Business and Financial Affairs or designee.	UA Gift Processing
12	UA Gift Processing team records the gift, to include archiving of supporting documentation and acknowledges (along with Form 8283, if necessary) to donor.	UA Gift Processing
13	Copy of Deed of Gift sent to Property Management for Property Control Number. The exception to this requirement are gifts such as gift cards, bags, pens that are being accepted for giveaway purposes.	UA Gift Processing
14	Affixes tag to item(s) and provides UA Gift Processing team with tag number.	Property manager
15	Records tag number in the UA gift database.	UA Gift Processing
16	Sends thank you letter to donor.	Receiving Department