

California State University, Fullerton
In-Kind Gift Guidelines and Acceptance Form Instructions

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 CP850 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> **or from the Gift Administrator at x2118.**

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 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 x2118.**

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 \$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. IRS Form 8283 is available online at 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 in 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 9/16/08