

Gift-in-Kind Acceptance Form

California State University, Dominguez Hills, Development Office, extension 2182

For reporting gifts of property, please complete this form in its entirety and return it to the Development Office.

From: _____ Dept./Division/Ext: _____ Date of gift: _____

Donor's Name/Title: _____ Donor's Phone: _____

Donor's Address: _____ Donor's Email: _____

Status of Donor:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Alumni | <input type="checkbox"/> Other Individual | <input type="checkbox"/> Company Foundation | <input type="checkbox"/> Fundraising Consortia |
| <input type="checkbox"/> Employee/Emeriti | <input type="checkbox"/> Club/Association | <input type="checkbox"/> Private Foundation | <input type="checkbox"/> Other (describe) |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Corporate/Business | <input type="checkbox"/> Government Agency | _____ |

Gift Value: \$ _____ Description of Gift: _____

How will the gift be used: _____

Were any goods/services provided to the donor in exchange for the contribution: Yes No

If yes, describe and indicate value of goods/services provided _____

The fair market value of goods and/or services provided to donor in return for gift is not tax deductible.

Authorization to Publish Receipt of gift in University Reports: Yes No

**FOR GIFTS VALUED OVER \$250.00, PLEASE COMPLETE THE FOLLOWING AND OBTAIN THE SIGNATURES REQUIRED:
See reverse side of this form for additional information.**

Space and Facilities: Describe space and facilities to be used for this equipment, the need for new utility connection, special installations or alteration and indicate how such costs will be defrayed: _____

Space Now Available: Yes No Building _____ Room _____

Installation Requirements/Costs: _____ Operating and Repair Costs: (i.e., electrical, maintenance, etc.) _____

Are there any restrictions to the acceptance of this gift: Yes No If yes, contact the Development Office.

Additional documentation is required to value gifts of \$5,000+. Contact Development Office.

Will this gift be sold within two years of receipt: Yes No If yes, Donor must submit copy of IRS Form 8283

Approvals Required:

1. _____
School Dean or Division VP Date Yes No

2. _____
Vice President UA or AVP Development Date Yes No

3. _____
CSUDH Foundation Date Yes No
Transfer Title to University? Yes No

4. _____
Fiscal Affairs Date Yes No
Transfer Title to University? Yes No

5. _____
Gift Committee Chair (Committee Signatures Attached) Date Yes No
(For gifts of software/hardware and selected other major gifts over \$50,000)

Acknowledgements Required:

6. _____
CSUDH Property Clerk Date Yes No
State I.D. # Property Log #

7. _____
CSUDH Gift Processor Date

Gift-in-Kind IRS Information

California State University, Dominguez Hills

The IRS requires the substantiation, through a qualified appraisal. Of charitable contribution deductions claimed for donations of property other than money and publicly traded securities if the aggregate claimed or reported value of the property exceeds \$5,000. IRS Form 8283 is required to be filed by the donor documenting the charitable contribution. If the property is sold within two years after the date contributed, the Foundation is required to file Form 8282, which documents the sale price, with the IRS and the donor. Please note that the regulations do not apply to corporations whose stock is publicly traded.

Per the California Administrative Code Title 5 Subchapter 5, Article 8: any gift of equipment is welcome other than an automobile, truck or bus * if (a) there is no trust condition, reservation or restriction on its use, (b) it will not require more than 100 square feet of floor space for use of construction of specialized facilities, (c) it will not require amounts of State funds for operation, repair and maintenance that are unreasonable in relation to the item received and (d) it is acceptable to the University's Administration. (* Under certain conditions the Chancellor is permitted by the Board to approve the acceptance of vehicles for use by departments, programs or projects on campus.)

Gifts of cash, securities, trusts, insurance, bequests, real estate and other property are welcomed and encouraged by California State University, Dominguez Hills for the furtherance of the University's educational goals. However, since the application of State and Federal laws regarding charitable contributions is affected by the donor's personal circumstances, the Foundation encourages donors to consult with their tax counsel when planning a gift. CSUDH Foundation Tax Identification # 95-2543028.