

**THE CAMPANILE FOUNDATION
GIFT-IN-KIND ACCEPTANCE FORM**

For reporting gifts of personal property.

Complete this form and submit for approval before gift is delivered to campus.

Date of Gift _____ Donor: Individual Organization
Donor / Company Name _____
Contact Person at Organization _____ Title _____
Address _____
City, State, Zip _____ Phone _____
College / Division _____ Department _____
Department Contact Name _____ Phone _____

Gift Description:

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

Space Now Available? No Yes Building _____ Room _____

Installation Requirements / Costs: _____

Operation and Repair Costs: Describe probable amounts needed for operation, repair or maintenance, and electrical requirements.
(Costs for maintenance may be included in Donor's gift.)

Restrictions: Are there any restrictions to the acceptance of the gift? See Administrative Code Section quoted below.

No Yes _____

Amount: _____ **Appraisal Attached:** No Yes **IRS Form 8283:** No Yes

Approval

Submit completed form with signatures, gift documentation and acknowledgment instructions to Information Services.

1) _____ Department Chair Date _____ Yes <input type="checkbox"/> No <input type="checkbox"/>	2) _____ Dean / Division Administrator Date _____ Yes <input type="checkbox"/> No <input type="checkbox"/>
3) _____ Academic Affairs Date _____ Yes <input type="checkbox"/> No <input type="checkbox"/>	4) _____ Business / Financial Affairs Date _____ Yes <input type="checkbox"/> No <input type="checkbox"/>
5) _____ Information Services Date _____ Yes <input type="checkbox"/> No <input type="checkbox"/>	6) _____ The Campanile Foundation Date _____ Yes <input type="checkbox"/> No <input type="checkbox"/>

Title Transfer? Date _____ Yes No Property Clerk _____ State ID# _____ Property Log# _____

Gifts of cash, securities, trusts, insurance bequests, real estate and other property are welcomed and encouraged by The Campanile Foundation for the furtherance of the University's educational goals. 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. **The Campanile Foundation Tax Identification #33-0868418.**

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 Campanile Foundation is required to file Form 8282 with IRS and the donor, which documents the sale price. 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 or construction of specialized facilities, (c) it will not require amounts of State funds for operation, repair and maintenance than are unreasonable in relation to the time received and (d) it is acceptable to the University's Administration. (*Under certain condition, the Chancellor is permitted by the Board to approve the acceptance of vehicles for use by departments, programs or projects on campus.)