

# GIFT-IN-KIND ACCEPTANCE FORM

- In-kind gifts to the Pittsburg State University Foundation must be reported immediately upon receipt to the Office of Development using this form.
- Documentation from the donor or an independent appraiser valuing the gift is required and should be attached to this form.
- For additional information, please refer to the PSU Foundation's Gift-In-Kind Acceptance Policy.

1) DONOR INFORMATION:	2) RELATIONSHIP TO UNIVERSITY
Donor _____	<input type="checkbox"/> ALUMNUS <input type="checkbox"/> FACULTY/STAFF
Company Contact _____	<input type="checkbox"/> FOUNDATION <input type="checkbox"/> CORPORATION
Title _____	<input type="checkbox"/> PARENT <input type="checkbox"/> FRIEND
Address _____	
Phone (____) ____ - ____ Ext. ____	

**3) GIFT INFORMATION:**

Describe the gift indicating the quantity, model number, manufacturer, etc., and whether it needs space, additional support, material and/or service to operate. (Attach a separate sheet if necessary)

**4) GIFT VALUE:**

Estimated value: \$ \_\_\_\_\_ Written documentation from the donor establishing the value of the gift must be attached. All gifts valued more than \$5,000 must include an independent appraisal.

5) VALUATION METHOD (Check one):	6) GIFT RESTRICTIONS (Check one):
<input type="checkbox"/> Independent appraisal <input type="checkbox"/> Itemized inventory list <input type="checkbox"/> Vendor/Donor documentation (invoice, letter) <input type="checkbox"/> Published value (catalog, etc.) <input type="checkbox"/> Value not provided by donor; value determined by a qualified expert on the faculty using the Campus Expert Form. <span style="color: red;">(Donation will be recorded at \$1.00)</span> \$ _____ <span style="color: red;">(Not to exceed \$5,000)</span>	<input type="checkbox"/> Donor stipulations or limitations <span style="color: red;">(Attach donor statement on detail of stipulation or limitation)</span> <input type="checkbox"/> Gift to be retained and used for designated purpose <input type="checkbox"/> * Gift may be sold, proceeds used for designated purpose <input type="checkbox"/> * Gift will be sold and proceeds used for: _____ <i>* SS# or TIN _____ must be included for individuals who have contributed gifts-in-kind valued at more than \$5,000 that may or will be sold</i>

7) ULTIMATE RECIPIENT OF GIFT (Check one):	8) DESIGNATED FOR (Check one):
<input type="checkbox"/> University <input type="checkbox"/> Foundation – FDN Fund # _____ <span style="color: red;">(Internal Use Only)</span> <input type="checkbox"/> Other: _____	<input type="checkbox"/> College: _____ <input type="checkbox"/> Department: _____ <input type="checkbox"/> Other: _____

<b>Gift received by:</b> _____ <small>Name - Department - Extension</small>	_____ <small>Date gift received</small>
<b>Approved by:</b> _____ <small>Department Chair</small>	_____ <small>Date approved</small>
_____ <small>College Dean</small>	_____ <small>Date approved</small>

Send completed form and accompanying documentation to: **University Development, Shirk Hall, Pittsburg State University.**

_____	_____
<small>Executive Director of University Development</small>	<small>Date approved</small>

_____	_____
<b>Acceptance</b> <small>President/CEO of Pittsburg State University Foundation</small>	<small>Date accepted</small>

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### Before Accepting a Gift-In-Kind...

- Review the Gift-In-Kind Acceptance Policy
- Confirm any specific instructions or restrictions with the donor
- Collect written documentation that includes the acceptance of the form
- Collect written documentation that confirms the value or estimated value of the gift
- Consult with the Office of University Development to help facilitate the process

### Completing the Gift-In-Kind Acceptance Form

- Please be certain that all eight sections of the form are complete and that the appropriate names and signatures are in place.
- Attach to this form all documentation supporting the acceptance of this gift.
- In the “Gift Information” section (#3), please include sufficient information so as to identify the exact nature of the gift. For equipment, this might include a manufacturer, model number, color, etc. For in-kind gifts of services, a detailed description of the work being performed is required.
- In the “Gift Restrictions” section (#6), the Social Security number (SS#) or the taxpayer identification number (TIN) must be included for individuals or organizations who have contributed gifts-in-kind valued more than \$5,000 that may or will be sold.
- In the “Ultimate Recipient of Gift” section (#7), be certain that the appropriate box has been checked.
  - *The University (and subsequently the State of Kansas) is the recipient of in-kind gifts that will be used to enhance the education of the students on the campus and for gifts-in-kind that will directly benefit the University.*
  - *The Foundation is the recipient for in-kind gifts that will be used for the enterprise ventures on the campus, for all gifts of animals, for gifts-in-kind contributed with the understanding that the gift would be sold (including real estate), and for in-kind gifts that will become the permanent property of the Pittsburg State University Foundation.*

In the supporting documentation, please include sufficient information about the gift to make it clear why the University or Foundation was selected as the recipient. If you have questions regarding the appropriate recipient for a particular gift, please contact the Office of Development at 235-4768.

- Signatures should first be obtained from the chair of the department accepting the gift and the dean of the appropriate academic college. The completed form and supporting documentation should then be sent to the Office of University Development, Shirk Hall.
- An official tax receipt will be provided to the donor by the Pittsburg State University Foundation. This acknowledgement letter confirms the gift has been accepted but does not include the value.