

GIFT-IN-KIND ACCEPTANCE FORM

- ***In-kind gifts of \$100 or more to WCSU or the WCSU Foundation must be reported to Institutional Advancement immediately upon receipt using this form.***
- ***Never include estimated cash value of the gift in any acknowledgement letter to donor.***
- **Please review the Gift-in-Kind Acceptance Checklist (see reverse) prior to completing this form.**

Institutional Advancement Office Use Only

1) DONOR INFORMATION:

Donor

Company Contact.....

Title

Address

Phone () - Ext. _____

2) RELATIONSHIP TO UNIVERSITY:

- ALUM FACULTY/STAFF
- FDN CORP/CORP FDN
- PARENT FRIEND

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

5) VALUATION METHOD (Check one):

- Appraisal
- Itemized inventory list
- Vendor/Donor documentation (invoice, letter)
- Published value (catalog, etc.)
- If value not provided by donor, then value determined
By a qualified expert on the faculty or staff
(Donation will be recorded at \$1)
\$ _____ **(Not to exceed \$5,000)**

6) GIFT RESTRICTIONS (Check one):

- Donor stipulations or limitations
(Attach donor statement on detail of stipulation or limitation)
- Gift to be retained and used for designated purpose
- *Gift may be sold, proceeds used for designated purpose
- *Gift will be sold and proceeds used for: _____
*SSN or TIN _____ must be
included for individuals who have contributed gifts-in-kind valued
more than \$5,000 that may or will be sold

7) DONEE OF GIFT (Check one):

- University – FEIN 06-0775515
- Foundation – FEIN 06-1086725

8) DESIGNATED FOR (Check one):

- Department: _____
- College: _____
- Other: _____

9) CAMPUS INFORMATION

Campus Location of property: _____ Gift Needs to be TAGGED Yes No

Name(s) of gift solicitor(s) if available: _____

+Name of Dean: _____ +Dean's Signature: _____

Contact person for questions on this form: _____ Title or Dept.: _____

Extension: _____ Date Submitted: _____

+Printed Name and Signature are Required

Gift received by:

Name - Department - Extension (Please print) Date gift received

Approved by:

Department Head Signature / Club Advisor (Sign and print name) Date approved

College Dean or Development Officer Signature Date approved

Send completed form and accompanying documents to: Institutional Advancement, University Hall – Room 106
Official tax receipt for each gift of \$250 and above will be sent to the donor by the WCSU Foundation office.

Acceptance Authorization:

V.P. Administration & Finance or WCSU Foundation Treasurer Signature Date accepted

ACCEPTANCE FORM CHECKLIST

- Please be certain that all nine sections of the form are complete and that the appropriate names and signatures are in place.
- Attach all documentation supporting the acceptance of this gift.
- In the Gift Restrictions section, the SSN (Social Security Number) or the TIN (Taxpayer Identification Number) must be included for individuals who have contributed gifts-in-kind valued more than \$5,000 that may or will be sold.
- In the Donee of Gift section, be certain that the appropriate donee of gift has been checked.
 - The University (the state) is the donee for gifts of equipment 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 donee for gifts of equipment that will be used for the enterprise ventures on the campus, and for gifts-in-kind contributed with the understanding that the gift would be sold.
- In the supporting documentation, please include sufficient information about the gift to make it clear why the University or Foundation was selected as the donee. If you have questions regarding the appropriate donee for a particular gift, please contact the Office of Institutional Advancement at ext. 78479.