



UNIVERSITY ADVANCEMENT GIFT IN KIND ACCEPTANCE FORM

Date: _____ College/Department/Unit/Program: _____

GIK Contact Person: _____ Campus Extension #: _____

Please attach signed Donor Intent Form or other documentation

Description: _____

Donor Information (Name, Address, Phone Number, Email): _____

GIK Estimated Value: _____

Gift in Kind gifts of \$5,000 and above require an appraisal. The appraisal must be validated by an independent and verifiable source. Please attach the appraisal.

If value of \$5,000 or more, did donor submit IRS Form 8283? Yes(attach copy) No

Gift will be used for Instructional Purposes Non-instructional Purposes

If known, describe where GIK will be located: _____

Estimated additional cost*: _____

Moving/Delivery/Repair/Maintenance: _____

*See "Conditions (c)" below

Comments: _____

Approval of Gift Acceptance:

Director of Development

Vice President, University Advancement (when applicable)

Dean of College/Department Chair/Program Director

Vice President, Administration and Finance (when applicable)

Associate Vice President, University Development

Conditions:

The Board of Trustees has determined that, except for certain reservations, any gifts of money or property that assist the University in carrying out its purpose and functions should be accepted by the Administration of the University. Any gift of equipment, other than an automobile, truck or bus**, is welcome 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 that are unreasonable in relation to the item received; and (d) it is acceptable to the University's Administration. Gifts of cash, securities, trusts, insurance, bequests, real estate and gifts in-kind are welcomed and encouraged by San Francisco State University for the furtherance of its educational goals. It is relation to the item received; and (d) it is acceptable to the University's Administration. Gifts of cash, securities, trusts, insurance, bequests, real estate and gifts in-kind are welcomed and encouraged by San Francisco State University for the furtherance of its educational goals. It is recommended that donors consult their own tax advisors concerning their individual situations and applicable state and federal tax laws.

** Under certain conditions, the Chancellor is permitted by the Board to approve the University's acceptance of vehicles for use by departments, programs or projects on campus.