



# SONOMA STATE UNIVERSITY

## University Development

1801 E. Cotati Avenue  
Rohnert Park, CA 94928

### GIFT-IN-KIND ACCEPTANCE FORM

(To be completed for all gifts and loans except cash and securities)

Please route for signatures (see order below) starting with the VP for Development in conjunction with the Dean of Department who is accepting the gift. This form must be completed before the University can officially accept a proposed gift. Please contact Development Services at 664-2712 when considering accepting any gift-in-kind who will then provide any needed guidance through this process.

- Donor / Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
If donor is a company, name of contact person: \_\_\_\_\_  
Street Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- SSU representative/Department completing form: \_\_\_\_\_ Date: \_\_\_\_\_  
SSU office or organization to receive gift: \_\_\_\_\_ Phone: \_\_\_\_\_
- Description of Proposed Gift/Loan \_\_\_\_\_  
\_\_\_\_\_
- Restrictions placed on gift/loan by donor \_\_\_\_\_  
\_\_\_\_\_

- Proposed purpose of the gift: Instructional \_\_\_\_\_ Non-Instructional \_\_\_\_\_
- The gift is to be located: \_\_\_\_\_ Room \_\_\_\_\_
- SSU employee responsible for arrangements: \_\_\_\_\_ Phone: \_\_\_\_\_
- If the gift is equipment or software, does this company provide an educational discount? Yes \_\_\_ No \_\_\_ (If yes, you must attach proof of the standard educational discount given by the company and calculate the discounted value.)
- Estimated Fair Market Value \_\_\_\_\_ / Discounted Value \_\_\_\_\_
- Formal appraisal supplied? No \_\_\_ Yes \_\_\_ Appraised Value \$ \_\_\_\_\_

*Gifts of \$5000+ require a formal third-party appraisal; donor must submit a completed IRS form 8283 for signature by the Vice President for Development.*

#### Please process this form as follows:

All members (1-4) of the Acceptance Committee must sign this Gift-In-Kind Acceptance Form, starting with the VP for Development in coordination with the Dean of Department who is accepting the gift. Please route to the Controller as the third step. Signing a gift as "accept" indicates that the signer believes that the gift is in line with the Gifts to the University Policy [<http://www.sonoma.edu/Uaffairs/policies/gifts.htm>]. The controller will forward the form to the Fixed Asset Accountant who completes that section of the form if required. The Fixed Asset Accountant forwards the form to the Development Office for acknowledgement to the donor.

| Gift Acceptance Recommended by   | Accept | Reject | Print Name | Signature | Date  |
|----------------------------------|--------|--------|------------|-----------|-------|
| 1. Dean or Vice President        | _____  | _____  | _____      | _____     | _____ |
| 2. Vice President of Development | _____  | _____  | _____      | _____     | _____ |
| 3. University Controller         | _____  | _____  | _____      | _____     | _____ |
| 4. Fixed Asset Accountant: Tag#  | _____  | _____  | _____      | _____     | _____ |

Inventory Assigned to: Sonoma State University \_\_\_\_\_ SSU Auxiliary (name): \_\_\_\_\_

|   |                   |             |
|---|-------------------|-------------|
|   | <b>Print Name</b> | <b>Date</b> |
| Copy of completed Acceptance Form sent to Development by: | _____             | _____       |
| Acknowledgement letter/receipt sent by Development by:    | _____             | _____       |