

GIFT-IN-KIND ACCEPTANCE FORM

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

This form must be completed before the University can officially accept a proposed gift or send an acknowledgement letter. Please see [Gifts to the University Policy](#) on the Advancement website, or contact University Advancement for guidance, when considering accepting any gift-in-kind.

When completed and signed by the appropriate department official (University Advancement will route for additional signatures), please return electronic form along with relevant gift valuation backup and/or photos to: Sonoma State University – University Advancement, Salazar 2043
E-mail: advancement@sonoma.edu | Phone: 707.664.2712 | Fax: 707.664.2952

- Donor /Company: _____ Phone: _____
- Name of Company contact person: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
- SSU representative/Department completing form: _____ Date: _____
- SSU office or program 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: _____
- 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: _____
 - **Please attach donor's list of item(s) with the estimated fair market value of item(s), or attach similar current value of item off internet, catalog page, etc.**
- 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 Advancement.**

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 Dean or VP of a School or Department who is accepting the gift in coordination with Advancement. Advancement will route to the AVP and VP for Advancement, Controller (or designee). Signing below indicates that the department official believes that the gift is in line with the Gifts to the University Policy (<http://policies.sonoma.edu/policies/gifts-university>). The controller (or designee) will forward to the Fixed Asset Accountant who completes that section of the form if applicable. The Fixed Asset Accountant forwards the form to the Advancement Analyst / Gift and Constituent Records Specialist for acknowledgement to the donor.

Gift Acceptance Recommended by	Print Name	Signature	Date
1. Dean, VP or Dept. Chair	_____	_____	_____
2. AVP for Advancement Operations	_____	_____	_____
3. Vice President of Advancement	_____	_____	_____
4. University Controller (or designee)	_____	_____	_____

For Office Use Only

Fixed Asset Accountant Signature and Tag# (or N/A): _____
Signature Tag # (or N/A) Date

Completed Form sent to Financial Services Analyst: _____
Date