I. Gift(s)-In-Kind (GIK)
   A. A GIK is a donation of nonmonetary items of tangible property, such as art, collectibles, books, equipment, automobiles, inventory, and other physical assets or materials that represent value to California State University California Maritime Academy (CSUM) and California Maritime Academy Foundation (CMAF).

II. Policy purpose
   A. The purpose of this policy is to assure that all GIK received by CSUM and CMAF:
      1. support the mission of the University and are consistent with its policies;
      2. are not a hazard to faculty, students, or staff;
      3. are properly accounted for in the University's financial and inventory systems;
      4. are appropriately acknowledged; and
      5. provide informational transparency, so that any costs or activities related to the gift that might require the allocation of University resources will be known before the gift is accepted.

III. Authority to Accept GIK
   A. The Vice President for University Advancement (VPUA) will act as the representative in accepting GIK under $10,000.
   B. No GIK will be accepted until the proper clearances and authorizations have been received from the CMAF Gift Acceptance Committee: VPUA and the Vice President for Administration and Finance (VPAF) for gifts greater than $10,000.
   C. Appropriate members of the President’s Cabinet will be consulted on gifts to their assigned area of supervision with an estimated value of $25,000 or more.

IV. Clearances Required
   A. The proposed recipient of a GIK is required to complete a “Donation Acceptance Form”. The online request or form is sent to the VPUA.
   B. Faculty and staff do not have the authority to accept a GIK without authorization.

V. Anonymous Donors
   A. The University understands the desire of some donors to remain anonymous; however, their identity must be disclosed on the Donation Acceptance Form for CMAF internal records.
   B. If external anonymity is not specifically requested on the form, the University and California State Law regards all gifts to be considered as a matter of public records.
VI. Valuation of Gifts-in-Kind

A. The University's gift recording procedures and policies require placing a value on and recording all GIK both in Raisers Edge and CMAF asset records.

1. **Internal** - gift value is determined in the following ways:
   a. List price of the item, less any educational discount.
   b. If the item is used, information on comparable equipment/merchandise cost is used to determine the value. Donors can obtain this information from used equipment dealers or via appropriate websites. A hard copy of web site must be attached to form.
   c. If no commercial pricing information is available, faculty members assist the VPUA in ascertaining the market value by making comparisons to similar items for which pricing is known.
   d. For equipment provided to CMAF for a fixed amount of time (e.g. 2 years, or 5 years), the value of the gift is considered to be the amount that it would cost the University to lease the equipment for that amount of time. This lease value should be used, not the purchase price.
   e. Services: The value of a person's or organization's time or service is **not considered a charitable contribution** and is not countable as a GIK, regardless of whether the individual assists as a volunteer or as a professional providing a specialized service (e.g. accounting, legal, consulting, training, installation).
      1.) **CMAF strongly encourages** the provider of these services to bill the University for the service, accept payment from the institution, and then make a gift back to CSUM in the same amount.
   f. Software licenses: The CSU system practices currently do not allow software and licenses to be counted as gifts.
   g. **NOTE:** Gifts of real (e.g. real estate) and personal property (e.g. anything subject to personal ownership) are subject to different valuation rules. Contact VPUA for further information.

2. **External** - CMAF **does not provide the value for the GIK information** to the donor.
   a. For gifts of under $5,000 the taxable gift amount is determined by the donor and supported by their own paperwork or knowledge of fair market value.
   b. Gifts estimated that have a value of over $5,000 must have value determined by an outside professional appraisal or appropriate source document as determined by the VPUA.

3. **CMAF may not pay for or conduct an appraisal of any $5,000 and over GIK** as self/CMAF-evaluation presents a conflict of interest.

4. As stated elsewhere in this policy, CMAF may determine fair market value for internal valuation.

5. Letters of acknowledgement are issued only by CMAF as the authorized non-profit auxiliary for CSUM. Donor receipts do not include a value as it is the donor’s responsibility to set their own value.

6. **Marine Development Program**
   a. Valuation of all gifted vessels will be determined by the appropriate outside appraisal and the final three year sale value.

B. On acceptance of a GIK of $5,000 or greater **only a CMAF authorized signer** may sign off on the IRS 8283 Form that is supplied to donors.
1. University employees may not sign the IRS 8283. GIK less than $5,000 do not need an IRS 8283 Form.

C. The VPUA will determine and sign-off the final internal valuation of all GIK.

VII. Disposal of GIK
A. Once donated, the donated item becomes the property of CMAF and must be held for three years. At the discretion of CMAF, gifts may then be transferred to CSUM. The University retains the right to dispose of a GIK as it sees fit once the hold period has passed. The University will sell, recycle, dispose of the item, at the University's discretion, unless a specific agreement has been made for other arrangements.

B. If a gift is to be sold on receipt from a donor, the donor MUST be told prior to CSUM acceptance of the gift.

C. Gift’s may not be accepted for immediate disposal without the signed agreement by owner.

D. If CSUM/CMAF disposes of donated property valued over $5,000 within 3 years an IRS Form 8282, Donee Information Return, must be filed with the IRS and a copy provided to the donor.

E. A CSUM inventory deletion form will also be submitted to the VPUA Office by the designated department disposing of the item.

VIII. Paperwork storage
A. A hard copy of all background material on GIK will be retained in keeping with CSU Chancellor Executive Order No. 1031.

B. Background material will be stored in the University Advancement central records file, with eventual transfer to the appropriate CMAF storage facility and retained in keeping with the appropriate California State University Executive order.

DRAFT: NOVEMBER 10, 2011
REVISION:
PLEASE USE AVAILABLE FILLABLE FORM ON SITE

ACCEPTANCE REQUEST FOR FOR GIFT IN KIND DONATION
Must be completed for all non-monetary gifts of tangible property.
Please refer to the CSUM Gift-In-Kind Policy prior to proceeding

Gifts-In-Kind (GIK) may not be solicited without the approval of the office of University Advancement. GIK may also not be accepted without clearance and authorization from the Vice President for University Advancement. If greater than $10,000 in value the CSUM Gift Acceptance Committee will have final approval.

PROCEED IF APPROVED, CONTACT UNIVERSITY ADVANCEMENT IF NOT APPROVED

Your Name: _______________________________________
Your e-mail: _______________________________________
Reporting Department/Division: __________________________________________________
Donor (name of company or individual): ___________________________________________
Donor’s Title: ______________________________________
Donor Address: ___________________________  City ____________ State ______
Donor’s Phone: _____________________  Donor’s e-mail:_____________________________
Does the donor wish to remain anonymous?  (If external anonymity is not specifically requested on this form, the University regards all gifts as a matter of public records.)  ____  Yes  ____  No
Gift is From:  ___  Individual ___Corporation _____  Foundation _____  Government agency
___  (a CSUM alumnus/a)
Description of Gift (Please include details such as model numbers if appropriate):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Gift Use: _____________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Condition of gift:  ___  New  ___  Excellent     ___  Good  ___  Poor
Is this a company Product: ___  Yes  ____  No
Gift Properties (Check all that apply):
_____  Computer Software   _____  Computer Hardware    _____  Obtained under contract
_____  Scientific Apparatus  _____  Hazardous Materials  _____  This is a gift
_____  Personal property  (such as art, books, collectibles, etc.)
____  Network Hardware

Please complete this section for gifts of computer software only:
Number of licenses or seats: _______
Policy: Gift-In-Kind

Additional Staff required? ______ Yes ______ No
If license, what is the duration? ___________________________________________
Is training required to use this software? ______ Yes ______ No
Who will maintain the software? ______ IT Staff ______ Dept. Staff

Please check if this item involves any of the following:
____ Moving, delivery, or installation required?
____ Shipped from outside the U.S.
____ Fees, expense, or maintenance costs to annually maintain GIK: $ ____________
____ Additional space, renovations or alterations needed
____ Human subjects
____ Animals
____ Testing hazardous materials
____ Select agents
____ Special insurance considerations
____ Use of the item may be hazardous
____ The item(s) must be returned in the future
____ The item(s) must be disposed of in a particular way
____ Training is required
____ Has the donor been advised that CSUB may dispose of/sell the gift?

Gift value (See GIK policy on gift valuation): $ ______

Date of gift: ______________________
Expected Deliver Date: ______________

APPROVAL:

___________________________________________  ________________
Vice President for University Advancement   DATE
Executive Director, CMA Foundation