SONOMA STATE UNIVERSITY
University Development
1801 E. Cotati Avenue
Rohnert Park, CA 94928

GIFT-IN-KIND ACCEPTANCE FORM
(To be completed for all gifts except cash and securities)

This form must be completed before the University can officially accept a proposed gift or send out an acknowledgement letter. Please see SSU Gift Acceptance Policy on the Development website, in the forms section or contact Development at 664-2712 when considering accepting any gift-in-kind.

NOTE: Contributions such as value of time or services, appraisal fees or contributions in exchange for a benefit don’t qualify as a gift-in-kind.

1. Donor / Company: ___________________________ Phone: ________________
   Name of Company contact person: ___________________________
   Street Address: ____________________________________________
   City: ___________________________ State: ____ Zip Code: ___________

2. SSU representative / Department completing form: ___________________________
   Date: ___________ Phone: ________________

3. Description of Proposed Gift

4. Restrictions placed on gift by donor ___________________________

   Proposed date of gift: _______________  
   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 and calculation of the discounted value.)

   Estimated Fair Market Value ______________________ / Discounted Value ______________________
   o 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 website, catalog page, etc.
   Qualified appraisal supplied? No ____ Yes _____ Appraised Value $__________________________
   o Gifts of $5000+ require a qualified 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 (1-3) must sign this Gift-In-Kind Acceptance Form, starting with the Dean of Department who is accepting the gift in coordination with the VP for Development. Development will route to the Controller (or designee) as the third step. Signing below indicates that the signer believes that the gift is in line with the SSU Gift Acceptance Policy (http://www.sonoma.edu/development/forms). 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 Financial Services Analyst for acknowledgement to the donor.

Gift Acceptance Recommended by _______ Print Name _______ Signature _______ Date _______

1. Dean or Vice President ___________________________ ___________________________ _______

2. Vice President of Development ___________________________ ___________________________ _______

3. University Controller (or designee) ___________________________ ___________________________ _______

Inventory Assigned to: Sonoma State University _____ SSU Auxiliary (name): ________________

   Signature _______ Tag # (or N/A): ___________________________ _______ Date _______

Fixed Asset Accountant Signature and Tag# (or N/A): ___________________________ _______

Date ___________________________

Completed Form sent to Financial Services Analyst: ___________________________