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**California State University Maritime Academy  
California Maritime Academy Foundation, Inc.**

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**VOLUME:** Policy  
**NUMBER:** FD-02-001

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**TITLE:** Gift-in-Kind (GIK) Policy (Refer to CSU Gift Processing Policy and Procedure document)

**DIVISION:** University Advancement

**DEPARTMENT:** University Wide

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- 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:



**CALIFORNIA MARITIME ACADEMY FOUNDATION, INC.**

200 Maritime Academy Drive  
Vallejo, California 94590  
707-654-1037 FAX: 707-654-1247

**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: \_\_\_\_\_

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:  
 Restricted to particular use. If so please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 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**  
**Executive Director, CMA Foundation**

\_\_\_\_\_  
**DATE**