

## Non-Monetary Gift Acceptance Form

Please complete and route for signatures. This form must be completed before the University can officially accept a proposed gift. All donor correspondence regarding this gift must be attached. The donor should include any available specifications and/or documentation for any donated item. Gifts of \$5000 and greater require a formal third-party appraisal and the donor must submit a completed IRS 8283 form for signature. The originating department is responsible for any costs associated with transport, installation, on-going maintenance and/or disposing of items.

### Originating Department

College/Department: C

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Donor

Individual Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Donor Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Gift Information

Gift type:    Equipment:                      Product:                      Software:                      Other:

Item Description: \_\_\_\_\_

Value (as determined by donor): \_\_\_\_\_

Condition:    New:                      Used:

Use:    To be used in original form :                      To be modified:                      To be cannibalized: (not tax-deductible)

Gift to be located: \_\_\_\_\_

When to be put in service: \_\_\_\_\_ Date gift received: \_\_\_\_\_

| Name (Print) | Signature | Date |
|--------------|-----------|------|
|--------------|-----------|------|

Gift acceptance recommended by: \_\_\_\_\_

Department Head or Designee: \_\_\_\_\_

Dean, AVP or VP<sup>1</sup>: \_\_\_\_\_

University Computing<sup>2</sup> (UCT): \_\_\_\_\_

Facilities Management<sup>3</sup> (FMC): \_\_\_\_\_

University Advancement<sup>4</sup> (UA): \_\_\_\_\_

Asset Management<sup>5</sup>: \_\_\_\_\_

Gifts of arts must be approved by audience development coordinator. <sup>1</sup> Required for items valued at \$5000 and greater and/or causing significant expense to the department/college. <sup>2</sup> UCT approval required to obtain support for computers/software related items. <sup>3</sup> FMC approval required to obtain support for anything related to installation, special utility service, renovation, maintenance, etc. <sup>4</sup> Departments/College must obtain UA approval and final signature to receive any gift's to the university. A copy of the final gift acceptance form for items \$5,000 or above must be submitted to General Accounting-Asset Management<sup>5</sup> for tagging the asset and to record the asset appropriately in the university financial record.

## Non-Monetary Gift Acceptance Supplement

(For Use with Gifts of Art, IT and Items \$5000 and above) (To be completed within two days and returned to originating dept.)

### Facilities, Maintenance & Construction (FMC) Checklist

Yes No N/A

Donated item will fit through existing passageways.

Ensure adequate space/facilities are available to accommodate gifted item(s).

**Additional comments:**

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### University Computing & Telecommunications (UCT) Checklist

Yes No N/A

Equipment/software is compatible with University Computing supported configurations.

**Additional comments:**

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### Audience Development Coordinator (For Art Collectibles)

Yes No N/A

Artwork has been reviewed by Audience Development Coordinator.

Tax Receipt sent to donor and original documents sent to originating department and archived.

Details with approximate costs attached.

**Additional comments:**

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### University Advancement Checklist

Yes No N/A

Form completed

Acceptance letter sent to donor and copies filed.

Copy of form sent to originating department.

Copy of completed form sent to Asset Management.

**Additional comments:**

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### Asset Management Checklist

Yes No N/A

Copy of non-monetary gift acceptance form received from Office of University Advancement.

Asset identified, tagged, recorded in Asset Management System and Financial System.

**Additional comments:**

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Non-Monetary (In-Kind) Gift Intent Form

**Gift Intention of:**

Donor: \_\_\_\_\_

Address: \_\_\_\_\_

**Gift Description:**

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**Gift Designation:**

UHCL Department: C \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Gift Value:**

The value of my gift to University of Houston-Clear Lake is \_\_\_\_\_

**Note:** Gift values may be verified by receipts, documents, or any independent appraisal. Gifts \$5,000 and above require a qualified third-party appraisal. A completed IRS 8283 form must also be submitted for signature. For tax deductibility the gift must be operational and have a remaining life in its current form of three or more years.

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form to:  
**University of Houston-Clear Lake**  
**Office of University Advancement**  
2700 Bay Area Blvd  
Houston, TX 77058

## **Definition**

A non-monetary gift, commonly identified as in-kind, is a voluntary contribution of goods or services that can be used to advance the mission of University of Houston-Clear Lake or can be readily converted to cash and may qualify as a charitable deduction for the person(s) making the gift. Please note that contributed services cannot be counted as a gift and do not qualify as a charitable tax deduction to the donor. However, a donor of services may be able to deduct expenses incurred while performing said services. In such cases, the donor should be advised to consult with a tax accountant.

## **Purpose**

The IRS has specific regulations regarding gifts-in-kind. University policy outlines the process an employee of University of Houston-Clear Lake should follow when presented with a non-monetary gift. It limits the liability that may inadvertently be assumed by placing value on gifts or by accepting a gift that does not advance the mission of University of Houston-Clear Lake or cannot be readily converted to cash. It further assures that a donor will receive timely acknowledgement of his/her contribution.

## **Procedure**

When accepting a non-monetary (in-kind) gift, the receiver must ask the donor to complete a University of Houston-Clear Lake Non-Monetary (In-Kind) Gift Intent form. Once the donor has completed the form, the receiver must complete the University of Houston-Clear Lake Non-Monetary Gift Acceptance form and submit both to University Advancement Office for processing.

The IRS allows an individual to deduct the full fair market value of a donated item if it is kept by the university and used for one of its tax-exempt purposes. If the item is to be converted to cash, then the donor may claim a deduction of the cost value or the fair market value, whichever is less. It is the sole responsibility of the donor to determine the value of a contributed item; the receiver cannot assign a value to the donated item(s). For gifts with values \$5,000 or greater, the donor must complete all parts of the IRS 8283 form and submit it to University Advancement Division of University of Houston-Clear Lake for signature.