

DONOR INFORMATION

Donor _____ Individual Business
 Contact Person _____ (for business donors) Email _____
 Address _____
 City _____ State _____ Zip _____ Phone _____

GIFT DESCRIPTION & PURPOSE

College/Area: _____ Department: _____
 Custodial Location: _____

Description of Gift

Purpose of Gift (please provide as much detail as possible - attach a separate sheet if necessary)

To use or add to the University's equipment/property/supply inventory for (detail use):

To use the proceeds for the following purpose:

Does this gift contain or produce any hazardous materials that could be harmful to University personnel, or that will require specific environmentally safe monitored disposal? No Yes (explain) _____

Does this gift require installation of any kind? No Yes (explain) _____

All Gift-in-Kind items should have the following:

Gift-in-Kind Acceptance Form **AND** a Deed of Gift

If there is no Deed of Gift, please include one of the following:

- Original sales receipt (for purchased items)
- Invoice from a vendor showing sales price
- If library materials, signed by the Dean or MAR

\$5,000+ Items must ALSO include:

- Third party appraisal with appraiser qualifications
- If specialized (manufactured by the company donating) attach published price list from the internet or publication showing the price of each item

GIFT VALUATION

Substantiated/Estimated \$ Value*

Gift values must be supported by one of the following forms of substantiation to record the current fair market value on the donor's record. If insufficient or no value substantiation is attached, a temporary token value of \$1 will be assigned to the gift until the needed documentation is secured. Please note special requirements for independent appraisals of gift values over \$5,000. ***Gift Receipts will have NO dollar value listed.**

Submit form to CSUN Foundation

No item can be accepted until the Gift-in-Kind form is approved and accepted through the Foundation

Submitted for Acceptance

Acceptance

Submitted by: _____

Name: _____

Reviewed by: _____ Dept. Chair

Signature _____

Approved by: _____ Dean/VP

Date of Acceptance: _____