



Gift-In-Kind Acceptance Policy

The purpose of this gift-in-kind acceptance form is to record and recognize gifts that are non-cash, tangible items, property, or services accepted by the MSU Denver Foundation, Inc. on behalf of and to benefit the mission of Metropolitan State University of Denver. These types of gifts are accepted on a case-by-case basis in partnership with the benefiting university department.

The following steps outline the procedures for reviewing and accepting a non-cash gift as well as the documentation and acknowledgement of the non-cash gift. These procedures vary depending on several factors, including: the type, value, and use.

Note: Volunteer hours are not tax-deductible. The IRS is additionally discriminating about what constitutes professional services. Providing a service doesn't necessarily mean it constitutes pro bono work.

Process

Gifts-in-kind must be reviewed and approved by the donor, the University, and the MSU Denver Foundation, Inc. as outlined below. Gifts intended to be retained by the University will only be considered for acceptance if they can be used by the University in a manner related to its mission.

Step 1 – Identify Items and Departmental Need

- Donors typically initiate the process by contacting the relevant department.
- The university department will review the item(s) to ensure suitability.
- The department must have a genuine educational need for the item(s), and consider associated costs such as maintenance, storage, insurance, transfer of ownership, and transportation logistics.
- The department will inform their University Advancement liaison for their relevant college/school or unit.

Step 2 – Donor Completes Form

- The donor completes their portion of the form, indicating the item(s) and item value(s) they are contributing.
- The donor must include all supporting documentation to provide the estimated value of the item(s).
- The donor will provide a copy of the form to the department to review and confirm the details of the item(s).

Step 3 – Department Reviews Form and Documentation

- Upon the department's agreement of the terms of the gift(s), the department contact will sign their portion of the form and forward a signed copy of the agreement to Foundation@msudenver.edu.

Step 4 – Foundation Reviews Form, Issues Fully Executed Document and Receipt

- The MSU Denver Foundation, Inc. reviews the Gift-In-Kind Acceptance Form. Approved gifts will be recorded by the MSU Denver Foundation Inc. for proper accounting, receipting, and acknowledgment purposes.
- A final executed copy of the form will be routed to the benefiting department, the University Controller, and the donor(s).
- Please note that gifts of oil, gas and mineral rights, real property, and tangible personal property valued at \$5,000 or more must be reviewed by the Gift Acceptance Committee, a committee of the MSU Denver Foundation Board of Directors, as part of the gift acceptance process.



Gift-In-Kind Form

Instructions for this form:

1. Donor provides item(s) to the university.
2. Donor signs donor portion of form.
3. University/department receiving item(s) reviews and signs form.
4. Foundation reviews and signs form.
5. Gift receipt/acknowledgment sent to donor alongside executed form.

DONOR INFORMATION

Donor	Additional Donor
Name:	Name:
Organization (if applicable):	
Address:	Address:
City, State Zip	City, State Zip
Phone:	Phone:
Email:	Email:

Detailed description of item(s) (attach separate sheet, if necessary):

Benefitting department name _____

What is the total estimated fair value of the item(s)? (For financial accounting and potential tax deduction purposes) \$_____

Method used to determine value

<input type="checkbox"/> Qualified Appraisal	<input type="checkbox"/> Vendor/Donor Documentation
<input type="checkbox"/> Itemized Inventory List	<input type="checkbox"/> Published Market Comparable Item(s)
<input type="checkbox"/> Value Determined By Qualified Faculty/Staff Member	

Please attach documentation, calculations & assumptions used, and ownership transfer documents, if applicable.

Note about value estimations and tax implications:

The MSU Denver Foundation, Inc. acknowledges receipt of gifted item(s) but does not establish a valuation on the gift. In cases where the non-cash gift(s) is valued at \$5,000 or greater, the IRS requires a qualified appraisal and preparation of Form 8283, Noncash Charitable Contributions. Valuation and appraisal of a gift to the MSU Denver Foundation, Inc. is the responsibility of the donor. The MSU Denver Foundation, Inc. recommends donors review IRS Publication 526, Charitable Contributions. The MSU Denver Foundation, Inc. recommends that donors seek the advice of their own legal, tax, or financial professionals in connection with gift matters.



Donor Acknowledgement:

I (we) desire to transfer the above non-cash item(s) to the MSU Denver Foundation, Inc. for and on behalf of Metropolitan State University of Denver. I (we) do hereby irrevocably assign, transfer, and give all my (our) right, title, and interest in the above-described non-cash item(s) to the MSU Denver Foundation, Inc. To the best of my (our) knowledge, the item (s) is/are fit for intended use, in good operating condition and, if properly operated, will not cause danger or damage to university property or personnel. I (we) represent and warrant that I (we) have complete and clear title to the gift(s)-in-kind and have full authority to make the gift(s).

Donor's signature below indicates her/his/their desire and intent to donate the item(s) described above:

Donor Name 1	Donor 1 Signature	Date
Donor Name 2	Donor 2 Signature	Date

University Portion - Internal Use Only

Are costs associated with accepting this gift (e.g., transportation, installation, reconfiguration or ongoing ownership/operation/maintenance costs) included in an existing budget or have other funding sources been identified to pay them? Yes No

If yes, are costs included in an existing budget or have other funding sources been identified? Yes No
 Explain associated costs:

A signature of an individual authorized to accept this gift on behalf of Metropolitan State University of Denver include but are not limited to the president, vice president, dean, chair, or program director.

This signature confirms Metropolitan State University has taken physical possession of the item(s).

Printed Name & Title	Signature	Date
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MSU Denver Foundation - Internal Use Only

Please specify the Foundation fund code to record the gift(s) to. The default fund code is the department's general operating fund. List any other details related to the acceptance or recording of the non-cash item(s).

Printed Name & Title	Signature	Date
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