

**Gift in Kind
Contributed Services
Auction Item Approval Form**

NOTE: Scan and email to
giftprocessing-q@asu.edu

(If the Gift in Kind is to be sold, then it is gifted to the ASU Foundation. If it is to be used, then it is gifted to ASU.)

Donor Information

Donor Type: Individual Company

Mr. Mrs. Ms. Mr./Mrs. Ph.D. Other:

Donor Name(s):

Company Contact (if applicable):

Address:

Email:

Phone:

Property or Service Donated: *(description, title, artist, condition, age, dimensions, etc.)*

Restrictions on gift (if any):

Do you desire this to be an anonymous gift? Yes No

Estimate value of gift or service: \$

Estimated value is for insurance purposes. Neither ASU nor ASU Foundation is permitted to value a gift for tax deduction purposes. If the value of the gift is over \$5000, the donor must obtain an independent appraisal and provide a copy of the appraisal to ASU Foundation Gift Administration and Data Management.

I (we) desire to transfer above property as a gift to the Arizona Board of Regents for and on behalf of Arizona State University. I (we) hereby irrevocably assign, transfer, give all my (our) right, title and interest in the above described property to ASU or ASU Foundation.

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 the University or Foundation property or personnel. I (we) represent and warrant that I (we) have complete and clear title to the gift and authority to make the gift. I (we) am/are aware that acceptance and disposition of donations are governed by the policies of the University or the Foundation without approval by me (us).

Signature of donor/Representative: _____

Date: _____

TO BE COMPLETED BY ASU REPRESENTATIVE

Department to Receive Gift:

Date Gift or Service Received:

Contact Person:

Contact Phone:


Location/Use of Gift:

Event Name (if applicable):

Account Number:

Proposal/Appeal Code (if applicable):

Print Name of Department Head:

Signature of Department Head (required): 

Date: _____

TO BE COMPLETED BY GIFT ADMINISTRATION AND DATA MANAGEMENT

Date sent to ASU Capitol Assets Management (if applicable): ____/____/____

Additional GADM notes: _____

CHECKLIST TO PROCESS GIFTS IN KIND

STEP	ACTION TO BE TAKEN	INITIAL
1.	A donor contacts an ASU college/unit to propose a donation of a noncash gift to benefit the college/unit. This form will not be used if the noncash gift is real estate or securities. For donations of real estate, contact the ASU Real Property Assets (480-965-8098). For donations of securities, contact the ASU Foundation Finance Department (480-965-7825).	_____
2.	College/unit personnel determine if the Gift in Kind (GIK) or Contributed Service (CS) is appropriate for the college/unit. Contributed Services are recorded as the total value for soft credit only.	_____
3.	The college/unit representative meets with the donor to discuss the GIK and to execute and sign the first page of the GIK/CS Action Item Approval Form. If the value is more than \$5,000, the donor is required to obtain an independent appraisal of the GIK and provide a copy of the appraisal to the college/unit personnel. The copy of the appraisal is forwarded to the ASUF Office of Gift Administration and Data Management (GADM). The appraisal must be from a party who is independent of the donor, ASU and ASUF. The donor is also responsible for the payment for the appraisal. Note: If the appraisal is \$1 million or more, notify the Senior Associate Vice President for Finance and Deputy Treasurer for ASU and may require the department receiving credit for the contribution to obtain, at its expense, a second appraisal before the gift-in-kind is recorded on ASU's financial records and credited for fund-raising goals.	_____
4.	The college/unit representative completes the Donor Information Section of the form and estimates the value of the gift, if that value is not already available from the donor. If the college or department personnel estimate a value, the estimate should not be communicated to the donor. <u>ASU and ASUF are not permitted to value a GIK for tax deduction purposes.</u>	_____
5.	Before accepting any GIK of chemical, biological or physical materials, the recipient college/unit representative must decide, to the best of his/her ability, whether the GIK represents a potential hazard, injury or adversely affect a University facility/staff or person. If there is any doubt whether there is potential liability, contact the ASU Environmental Health and Safety Department (480-965-1823) to review acceptance of the GIK before agreement with the donor. ASU and ASUF reserve the right to reject any GIK which appears to carry risk potential and has not been referred to ASU Environmental Health and Safety. After review, Environmental Health and Safety will transmit a written notice of its findings and recommendation to 1) the Dean or Director of the potential recipient college or department, 2) to the Deputy Executive Vice President for University Services, and 3) the ASU Office of Development and 4) the ASU Foundation.	_____
6.	If the recommendation is favorable, the GIK can then be accepted by the college/unit. Upon recommendation of Environmental Health and Safety and acceptance of the donation by the college or department, title to the donated item(s) shall transfer to ASU or ASUF. If a GIK is to be used, then title should be with ASU; if it is to be sold, then title should ASUF. If Environmental Health and Safety recommends AGAINST accepting the GIK, it is up to the potential recipient college/unit to determine if the gift will still be accepted. In this case, a decision to accept the GIK cannot be made unless approval is given by the Dean of the College, upon advice from the ASU Office of General Counsel. If the decision is made to not accept the gift, the recipient college/unit representative must notify the donor, in writing, of this decision. The partially completed GIK/CS Action Item Approval Form and a copy of the notification letter sent to the donor should be forwarded to the ASUF Office of Gift Administration and Data Management. The document will be digitally filed for future reference if needed.	_____
7.	After the above steps have been taken, and if Environmental Health and Safety recommends acceptance of the GIK, the recipient college/unit should contact the donor to coordinate delivery of the donation.	_____
8.	The college/unit representative must forward the completed original GIK/CS Action Item Approval Form, with supporting documentation, to the ASUF Office of Gift Administration and Data Management, Mail Code 5005 or emailed to giftprocessing-q@asu.edu	_____
9.	ASUF will record the GIK on the gift system and forward a copy of the form and supporting documentation to ASU Capital Asset Management for input into the University system if the GIK is to ASU. Every GIK to ASU are reported to ASU Capital Asset Management department	_____
10.	The original form, with supporting documentation, will be scanned and digitally filed in the gift database on the donor's account record. No administrative fee is charged for processing gifts in kind donated to the University; however, such fees are charged if a GIK is sold and converted to cash.	_____
11.	The ASUF Office of Gift Administration and Data Management will send a letter to the donor thanking them for the GIK, but no value will be placed on the donated item(s) in correspondence with the donor. Process ends.	_____