



**Definition**

A non-monetary gift, commonly identified as “gift-in-kind”, is a voluntary contribution of goods or services that can be used to advance the mission of San José State University 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. This procedure outlines the process an employee of San José State University 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 San José State University or cannot be readily converted to cash. It further assures that a donor will receive timely acknowledgement of his/her contribution.

**Procedure**

1. When presented with a potential non-monetary (in-kind) gift, an individual must assess if the gift can be used to advance the mission of San José State University or could be readily converted to cash. If there is any question as to whether the contribution meets either of these criteria, the individual should contact his/her immediate supervisor or the Advancement Services Manager at (408) 924-1799.
2. If the gift is accepted, the receiver should offer an immediate and sincere expression of gratitude. At that time, the donor should be encouraged to complete a San José State University Non-Monetary (In-Kind) Gift Intent form. If the donor is unable or unwilling to complete the form, the receiver may complete the form. In this instance the receiver must write “N/A” as the gift value and note that the form

## **Non-Monetary Gift Acceptance Supplement**

(For Use with Gifts of Art, IT and Items Over \$5000)

<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>FD&amp;O Checklist</b> (To be completed within two days and returned to originating dept.)
			Donated item will fit through existing passageways