

## California Polytechnic State University Quick Reference for Gifts-in-Kind (GIK)

A gift-in-kind generally means a gift of anything other than cash, excluding gifts of stock. It means the gift of goods, equipment and other personal property, other than cash or stock, which are of immediate operational value to Cal Poly. For detailed information or to review detailed instructions regarding gifts-in-kind, please see the Gift-in-Kind Acceptance Procedures (<http://www.advancement.calpoly.edu/content/forms/index>).

- All gifts-in-kind with an estimated value over \$100 require completion of a GIK Acceptance Form.
- Gifts of materials, equipment, etc. must be approved in advance. Delivery should not be accepted without pre-approval.
- All gifts of equipment must be approved by the appropriate dean, and the college/unit is responsible for the cost of installing and maintaining the equipment.
- Cal Poly will not establish the value of a gift-in-kind. The donor must take responsibility for valuation.
- Gifts with an estimated value greater than \$5,000 generally require an independent, IRS qualified appraisal provided by the donor.
- Certain gifts must be approved by the Cal Poly Gift Acceptance Committee.
- Gifts of Real Estate are not considered to be gifts-in-kind. For gifts of Real Estate, please see the Real Estate Gift Acceptance Procedures.

### **GIK value from \$100-\$5000**

1. Completed GIK Acceptance Form with appropriate staff signatures.
2. Any one of the following to establish basis for valuation: itemized inventory list, invoice, published value, letter or e-mail from donor.

### **GIK value >\$5000 from a Corporate donor**

1. Completed GIK Acceptance Form with appropriate staff signatures.
2. Documentation of value via independent, IRS qualified appraisal provided by the donor may be required (see Standards for a Qualified Appraisal <http://www.advancement.calpoly.edu/content/forms/index>).
3. Alternatively, any of the following documentation of market value provided by Corporate donor: itemized inventory list, invoice or letter from the donor, or published item value.

### **GIK value >\$5000 from an Individual donor**

1. Completed GIK Acceptance Form with appropriate staff signatures.
2. Documentation of value via independent, IRS qualified appraisal provided by the donor (see Standards for a Qualified Appraisal <http://www.advancement.calpoly.edu/content/forms/index>).

### **Software Contributions**

1. Gifts of software are subject to Cal Poly's "Policy on Decisions to Acquire or Develop Software Applications and Services."
2. Completed GIK Acceptance Form with appropriate staff signatures.
3. No gift credit given; recorded for honor/roll recognition purposes only.
4. Only licenses without an expiration date will be recorded, less any fees charged to campus entities.

### **Contributed services**

- Contributed services from a donor or donor-controlled entity may not be recognized as a gift.