



### Gift-in-Kind Donation Form

This form is to be used to obtain permission for the college to accept a gift-in-kind, to request an acknowledgment be sent to the donor from the Alfred State College Development Fund, Inc., to recognize the college employee responsible for arranging the donation, and to provide Internal Control with a record of the donation. *This donation is being made to benefit the department below. If at any time this gift is deemed to no longer be useful to our mission, we retain the right to dispose of or sell the donation and proceeds will be used to benefit the receiving department.*

Please complete and forward to the **Office of Institutional Advancement, Huntington Administration Bldg.** Questions? Call x3930

Date of Contribution: \_\_\_\_\_

Donor or Company Representative: \_\_\_\_\_  
Print Name Signature

Donor would like to remain anonymous ☐

Title or Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Business: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Donation Description: \_\_\_\_\_

Donation to be used for: \_\_\_\_\_

Receiving Department: \_\_\_\_\_

Alfred State Person Responsible for Obtaining Donation: \_\_\_\_\_

Value (Provided by Donor): \$ \_\_\_\_\_

Account # \_\_\_\_\_ (completed by Office of Institutional Advancement)

***As the recipient, the college cannot assign a value for the donor's use. It is the donor's responsibility to obtain an appropriate value for tax deduction purposes.***

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

Recommendation of the vice president to whose division the gift is directed:

☐ Accept – consistent with division goals ☐ Do not accept – inconsistent with division goals

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

## **Alfred State College Development Fund, Inc.**

### **Procedures for Accepting and Reporting Gifts-in-Kind**

A gift-in-kind is a donation of non-cash material assets. Gifts-in-kind that may be contributed to Alfred State through the Alfred State College Development Fund, Inc. might include such items as laboratory equipment, software, printed materials, musical instruments, works of art, etc. For items such as equipment and software, report the educational discount value—that is, the value the institution would have paid had it purchased the item outright from the vendor. These gifts will only be accepted after approval of the division vice president and a determination by the executive director of the Development Fund, Inc. that the gift is either readily marketable or sufficiently related to one of the purposes and/or strategic plan of the college.

**All donations of non-cash material assets must be reported to the college, in accordance with SUNY regulations, college policies, New York State Internal Control and Audit procedures, and reporting standards of the Council for the Advancement and Support of Education. Any department or program receiving an in-kind gift will complete the Gift-in-Kind Donation Form (see page one) with appropriate signatures and information.** The form is available upon request from the Office of Institutional Advancement. A certified appraisal may accompany the Gift-in-Kind Donation Form.

The department will submit the completed Gift-in-Kind Donation Form to the Office of Institutional Advancement for signature by the executive director of the Development Fund Inc. Once signed by the director, the gift may be transferred to the college.

Once a completed form is received, the Office of Institutional Advancement will produce a standard acknowledgement letter, containing a description of the gift, but no dollar value, for signature of the executive director or college president, depending on gift value. No IRS receipt will be issued. The Office of Institutional Advancement will record the gift in Raiser's Edge following standard procedures. If there is no value indicated on the form, the gift will be entered without a dollar value. A copy of the completed form will be forwarded to the campus internal control officer.