

FROM: CABRILLO COLLEGE FOUNDATION

TO: Department Contact

RE: GIFTS IN KIND

POLICY REGARDING ACCEPTANCE OF IN-KIND GIFTS:

Cabrillo College can benefit greatly by the generosity of donors giving gifts-in-kind. A “gift-in-kind” is defined as “a non-cash charitable contribution.” Not all offered gifts can be received by the Cabrillo College Foundation. Generally, only gifts that further the mission of the college and are designed for use by the college or the Cabrillo College Foundation for college-related programs or projects may be considered for acceptance. For the full policy, please contact the Cabrillo College Foundation at (831) 479-6338.

The Cabrillo College Foundation Federal Tax ID is 94-6121953.

Attached is the Gift-in-Kind Description and Authorization form which must be completed and returned to the Foundation in order to accept and record the in-kind gift.

- Fill out and return this form within seven (7) days of acceptance of the donation. If you have any difficulty filling out the form or obtaining the value of the donated materials, please do not hesitate to contact the Cabrillo College Foundation staff for assistance.
- The Cabrillo College Foundation will acknowledge all gifts within 5 days of receipt of this form. Our first priority is to acknowledge donors for their generosity in a timely manner. For this reason, it is not required that we obtain the estimated value prior to acknowledgment. Only the gift is acknowledged, we do not state the value of the gift as a dollar amount in our thank-you letter.

Please feel free to give donors our contact information so they can contact us directly if they have any questions.

**Nancy Machado, Accounting & Human Resources Manager (479-5032) or
Georgia West, Accounting & Human Resources Specialist (479-6164)**

Cabrillo College and Cabrillo College Foundation Gift-In-kind Description and Authorization Form

Note to Cabrillo College Department: Please return this form within seven (7) days of acceptance of a gift-in-kind donation. This form is for *internal use only* and is *not* to be filled out by or given to the donor. The information documented on this form will be used by the Cabrillo College Foundation to record the gift and thank the donor. The donor will receive an acknowledgment letter and other applicable tax information from the Foundation.

Date of Donation: _____

Donor Information:

Name of Individual(s) or Business: _____ Contact: _____

Address _____ City _____ State _____ Zip _____

Phone #: _____ E-mail: _____

Donor wishes to remain anonymous: Yes ___ No ___

Name/Description of Gift (attach list if necessary)	Origination & Destination of Item(s)	Donor's Estimated Value *	Basis of Valuation (e.g., fair market value, cost less depreciation, research on eBay) Please attach a copy

***If value is not readily available, please return completed form and leave this area blank. The acknowledgment letter does not state value.**

The following transportation set up, installation, and all operating maintenance as applicable has been arranged as follows (e.g., piano transportation arrangements):

Required authorization **before acknowledgment** of contribution is sent to donor:

1. Accepted & Reported by: _____

For the Department/Division of: _____

2. Supervisor's Approval: _____

3. Dean or Vice President's Approval: _____

4. Foundation Approval: _____

Return the completed form to the Cabrillo College Foundation office located in the Sesnon House (831) 479-6338. Per IRS regulations, to receive a tax deduction for gifts estimated by the donor to be \$500 or more, the donor must fill out IRS Form 8283, which will be provided to the donor by the Foundation with the acknowledgment letter.

For additional information, contact Nancy Machado, Accounting & Human Resources Manager (831) 479-5032, or Georgia West, Accounting & Human Resources Specialist (831) 479-6164.