Associated Students, Incorporated  **ASI GIFT-IN-KIND NOTIFICATION**

California State University, Long Beach*Submit to ASI Development Office, USU-313*

**TO BE COMPLETED BY DONOR**

Date:

To: Associated Students, Incorporated

California State University, Long Beach

1212 Bellflower Blvd., USU-313
Long Beach, CA 90815-4199

I wish to make a contribution of the following items, all of which I currently own:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Quantity  | Brand/Make | Model/Size | Description | Value\* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Not required if gift is accompanied by receipts, invoices, or value is readily established (i.e. gift cards).

With this document, I am transferring ownership from me to Associated Students, CSULB. I understand I am responsible for determining the value of the above items.

The contribution should be designated to

 (Organization/Department/Unit or Purpose)

Donor Signature

**Donor Information:**

|  |
| --- |
| Business Name:  |
| Contact Name: | Phone:  | Email:  |
| Street Address:  |
| City:  | State:  | Zip:  |

Cc: University Relations & Development

**TO BE COMPLETED BY STUDENT ORGANIZATION**

|  |  |
| --- | --- |
| Location (room and building) of Gift:  | Date Gift Received:  |
| Intended Use:  |
| Property Number Needed? (Property numbers are required for donations of sensitive items, such as laptops and cameras, or those valued at $5,000 or greater.): [ ]  Yes [ ]  No  |
| Anticipated Monthly/Yearly Maintenance Costs: $Anticipated Disposal Costs: $\*Maintenance and disposal costs and license fees are the responsibility of the department/program accepting the gift. Gifts with these costs will require approval of the Department Manager.  |

**Note: Attach photocopies of any written correspondence concerning this gift. Please make a photocopy for your files.**

PREPARED BY:

 Department/Organization Representative Date

**TO BE COMPLETED BY ASI DEVELOPMENT OFFICE**

Recommendation of Acceptance of this gift is not in conflict with the following provisions of Executive Order 676, California Administrative Code or the IRS Disposition Requirement:

1. The property is not subject to trust, condition reservation, or restriction of any kind.
2. The property will not require more than 100 square feet of floor space for housing or the construction of specialized facilities.
3. The property will not require amounts of state funds for operation, repair, or maintenance that are unreasonable in relation to the item received.
4. For items valued at greater than $500, the recipient (“donee organization”) ensures acceptance and adherence to the “3 Year Rule” governing disposition of the property.

*(“Donee organizations must file Form 8282 if they sell, exchange, consume, or otherwise dispose of charitable deduction property within 3 years after the date the original donee received the property.”)*

*\*If the gift conflicts with any of these provisions, University Relations and Development should be contacted for further guidance and approval*

**Acceptance of this gift by Associated Students, Incorporated is beneficial and is recommended:**

ASI Development Associate’s Signature Date

APPROVED:

 Director, ASI Administrative Services Date

(*Only required if the donations are: (1) sensitive items (laptops and cameras) or (2) valued at $5,000 or greater*)

Property Number Assigned:

APPROVED:

 Executive Director Date