



5.6P

GIFTS, DONATIONS, BEQUESTS AND DEVISES

BOARD REVIEW: NOVEMBER 12, 1991

REVISED: MAY 8, 2001

REVISED: JANUARY 13, 2009

CATEGORY 2 REVISION: APRIL 9, 2013

CATEGORY 2 REVISION:

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1. The donor shall be responsible for establishing the value of gifts, donations, bequests and devises that have a value under the federal income tax requirements.
 2. Gifts subject to federal income tax reporting requirements must be appraised by an independent appraiser.
 3. Gifts of equipment and/or supplies shall be inspected by the department accepting the gift at the donor's location prior to acceptance of the gift. Prior to this inspection, the department accepting the gift will consult with the Environmental Health and Safety Department for a determination if there are any environmental, health and safety impacts associated with the gift (e.g. hazardous materials, special training, special licensing, special disposal, etc.). Departments who violate this consultation requirement will have to reimburse the Environmental Health and Safety Department for any costs incurred to mitigate those impacts.
 4. A representative from the accepting department shall submit a report to the Board of Trustees for approval of gifts of equipment and/or supplies with a value subject to federal income tax reporting requirements.
 5. A representative from the accepting department shall send a letter of acknowledgement and gratitude to the donor with copies sent to Business Services and the Warehouse.