

## Section 17.06.01

# GIFTS IN KIND (NON-CASH GIFT) REPORTING

A Non-Cash Gift is a gift of a non-monetary item of property such as art, collectibles, books, equipment, vehicles, inventory, livestock or other physical assets or materials.

### **Recognition of Non-Cash Gifts**

All non-cash gifts must be processed using the Gift-In-Kind Reporting form (example below). This form must be completed by the department receiving the gift and returned to the Institutional Advancement office for processing. In addition, if this gift qualifies as controlled or capitalized property (see section on fixed assets), the property officer must be informed in order for the item to be properly tagged and inventoried.

The Gift-In-Kind Reporting form can be requested from the Office of Institutional Advancement.