

Collin College

Gifts-In-Kind Procedures

A gift-in-kind is tangible personal property, such as machinery, books, computers, etc.; volunteer time or partial interest gifts do not qualify as gift-in-kind donations in the eyes of the IRS. The college department is responsible for accepting the gift-in-kind. It is, therefore, important that the department consider the value of the gift to the college. All donations received are required to have a Gifts-In-Kind Form listing the current market value (an asset's value if sold in its current condition today) as specified by the donor *and* confirmed by the department accepting the donation through research, receipts, appraisals, etc. Make copies of all letters/certificates/receipts/etc. that are included as part of the donation for tracking and substantiation purposes. After filling out the Gifts-In-kind Form, keep a copy for your records and provide a copy to Business Administrative Services, along with documentation substantiating the value of the donated item. Business Administrative Services will send a thank you letter to the donor which will serve as a receipt to the donor.

Please carefully consider the following before accepting a gift-in-kind:

- Is it relevant to the work of the college? As a general rule, accept only gifts that further the work of the departments and programs at the college.
- Will accepting the gift jeopardize the reputation of the donor or the college? Does the donor's intent match the interests of the college?
- Will the gift cost the college money in the future, such as maintenance, repair, or preservation costs?
- Are there any risks associated with accepting the gift?
- Will the gift require a special facility to house it?
- Are there any special conditions the donor may impose?

If additional cost will be necessary and not normally part of the department's operating budget, the person receiving the gift should consult with the department head or academic dean in advance of accepting the gift.

Official Acceptance of Donations

- College representatives receiving donations must advise donors of items estimated to be worth \$500+ of the possible need for them to file IRS Form 8283 with their itemized tax return. They should be encouraged to seek tax guidance.
- College representatives receiving donations must advise donors of items estimated to be worth \$5,000+ of their possible requirement to obtain the signature of a qualified appraiser on their 8283.

Business Administrative Services will provide a listing of the gifts-in-kind received each month to the President of Collin College for presentation to the Board. This will serve as the official acceptance of the gifts by the College in accordance with College policy.

If you have any concerns or questions about receiving gifts-in-kind, please contact Suzie Armstrong by phone at 972.758.3823 or email sarmstrong@collin.edu or Keitha Carlton by phone at 972.599.3103 or email kacarlton@collin.edu .