



Gift-In-Kind

- **What it is...** A donation of a tangible or intangible asset
 - art, books, equipment, inventory, personal property, other physical assets, material, or services which represent value to the college
- **What it is NOT...** A donation of time or an item without value

Process:

Indication of a gift

- Faculty or staff has contacted donor regarding potential gift
- Donor has contacted Oregon Tech – faculty and staff want the gift

Faculty or staff member completes Gift-In-Kind form

- Secure form - Oregon Tech Foundation (Allison Gromley)
- Why the form?
 - Ensure no unanticipated liability for Oregon Tech
 - No unexpected costs for accepting gift
 - Moving, maintenance, facilities modifications
 - To affirm dept. chair and dean approve acceptance of gift and any associated costs

Form is complete – **prior** to receiving donation

- All signatures
- All sections

Form is submitted to Oregon Tech Foundation (OTF)

- Allison Gromley

Donation is received

- OTF is notified
 - OTF transfers ownership back to Oregon Tech and accurate department

Problems:

Finding a value of the item –

- Seek information from the manufacturer
- Find recent comparable sales
- Written estimate from an expert with documentation
- Original invoice

Call or email us if there are questions!

Please return this form to:
The Oregon Tech Foundation
Allison Gromley | allison.gromley@oit.edu
3201 Campus Drive Klamath Falls, Oregon 97601
Phone: (541) 885-1131



Form A-1
Gift-in-Kind & Personal Property Gift Form
(for Real Estate use Form A-2)

Donor Name: Address: Phone: Email:
Contact Name: Address: Phone: Email:
OIT Contact: OIT Phone:

Gift Information

Brand: Model: Year: Serial No: New or Used Quantity:
Physical Condition: Working Condition:
Percent of Ownership: (Attach names and addresses of other donors)
Is a maintenance record available? Is continuation of maintenance required?

Please mark if Attachment 2 was completed for multiple gifts.

For gifts of a number of small items please provide an inventory listing and general description. (Attach a separate listing if desired):

Describe how the gift will be used by Oregon Tech: (specific programs, general facilities use, sell asset to provide funding for a specific initiative, etc.)

This gift was physically received on campus: Date OR Expected Date

Donor Approval

I, the legal owner of the aforementioned property, do hereby unconditionally and irrevocably give, assign and transfer to the Oregon Tech Foundation all of my rights, title and interest in the aforementioned property for use by, and for the benefit of, Oregon Institute of Technology as described above.

Donor Signature: Date:
Donor Signature: Date:



Gift Valuation

In order to process the gift and account for it appropriately a value must be assigned to the gift. New property can be substantiated with a bill of sale, receipt, invoice listing with retail prices, catalogue pricing, or other means available for valuation purposes. Used equipment can be substantiated by using comparable sales of similar property, an industry sales rep that can provide a valuation for used equipment, an appraisal (see below), or other means available for valuation purposes. Attach a copy of supporting documentation providing proof of valuation.

Apparent value: \$ _____ Determined by: _____

In some cases, an appraisal may be required if the valuation is not readily determinable and the estimated valuation exceeds \$5,000, or the donor wishes to complete IRS Form 8283. An appraisal will be required in these cases to support the property's valuation. Include a copy of the appraisal and any other supporting documents for valuation

Appraised value: \$ _____ Date of Appraisal: _____

Appraised by: _____

Institutional Approvals

The information contained in this form and in *Attachment 1: Oregon Tech Considerations* is true and correct to the best of my knowledge and those providing information to me have indicated that the information they provided is true and correct to the best of their knowledge.

OIT Contact Signature: _____ Date: _____

I have reviewed the information provided in this form and in *Attachment 1: Oregon Tech Considerations* and have determined, based on the information provided, that there are no further considerations in placing this item in service than those already noted.

Facilities Management Services Approval: _____ Date: _____

I have reviewed the information provided in this form and in *Attachment 1: Oregon Tech Considerations* and approve of the intended use of the donation and have sufficiently planned and budgeted for any expenses to be incurred to transport, insure, prepare facilities, and/or meet future obligations along with any other potential costs.

Department Chair Approval: _____ Date: _____

Dean Approval: _____ Date: _____

Internal Use Only

_____ Gift processed & acknowledged _____ Sponsored Projects _____ Business Office



Attachment 1: Oregon Tech Considerations

		Responsible Party
Transportation of Gift		
Who is responsible for transporting the gift?		_____
Who is responsible for insuring the gift during transportation?		_____
Does the gift require disassembly to move it?	Y N	_____
Does the gift require reassembly or installation on site?	Y N	_____

Location of Gift		
Does the gift require storage?	Y N	_____
Where will the gift be located?		_____
Date the gift is expected to be in service?		_____

Facilities		
Is there sufficient:		If no, who will perform?
Wiring/Outlets	Y N N/A	_____
Data Port(s)	Y N N/A	_____
Power supply to outlets	Y N N/A	_____
Available space	Y N N/A	_____
HVAC	Y N N/A	_____
Ventilation	Y N N/A	_____
Water supply & drainage	Y N N/A	_____
Are there any hazardous chemicals or materials?	Y N N/A	_____

Financial Cost to Oregon Tech		
Cost to transport gift		\$ _____
Cost to insure gift during transportation		\$ _____
Cost to prepare facilities		\$ _____
Does the gift require additional contracts or maintenance?	Y N	\$ _____
Other: _____		\$ _____
Total financial commitment to place gift in service		\$ _____

Note: The department procuring the gift is expected to pay for all costs incurred by the University unless otherwise noted. Oregon Tech Foundation department funds may be used to place an asset in service.

Future Considerations		
Is there potential liability for inappropriate or hazardous use?	Y N	
Is there any potential issue in disposing of the gift?	Y N	
If yes, please discuss: _____		



Attachment 2: Information on Multiple Gifts

Brand: _____
 Model: _____
 Year: _____
 Serial No: _____
 New or Used: _____
 Quantity: _____
 Percent of Ownership: _____
 (Attach names and addresses of other donors)

Physical Condition:
 Poor Fair Good Excellent
 Working Condition:
 Poor Fair Good Excellent
 Is a maintenance record available? Yes / No
 Is continuation of maintenance required? Yes / No

Mark if same use as described on page 1 of Form A-1 or describe how the gift will be used by Oregon Tech:
 (specific programs, general facilities use, sell asset to provide funding for a specific initiative, etc.) _____

Brand: _____
 Model: _____
 Year: _____
 Serial No: _____
 New or Used: _____
 Quantity: _____
 Percent of Ownership: _____
 (Attach names and addresses of other donors)

Physical Condition:
 Poor Fair Good Excellent
 Working Condition:
 Poor Fair Good Excellent
 Is a maintenance record available? Yes / No
 Is continuation of maintenance required? Yes / No

Mark if same use as described on page 1 of Form A-1 or describe how the gift will be used by Oregon Tech: _____

Brand: _____
 Model: _____
 Year: _____
 Serial No: _____
 New or Used: _____
 Quantity: _____
 Percent of Ownership: _____
 (Attach names and addresses of other donors)

Physical Condition:
 Poor Fair Good Excellent
 Working Condition:
 Poor Fair Good Excellent
 Is a maintenance record available? Yes / No
 Is continuation of maintenance required? Yes / No

Mark if same use as described on page 1 of Form A-1 or describe how the gift will be used by Oregon Tech: _____

