



UNIVERSITY OF WISCONSIN-STEVENS POINT

ACCEPTANCE OF GIFTS-IN-KIND

THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ACCEPTANCE AND SHIPPING OF ANY GIFT-IN-KIND

Complete the entire form through signatures for Dean/Director. See the top of page 2 of this form for added information on procedures and instructions.

Name of Donor*: _____ Phone: _____
(please print)

Address: _____
(please print) (street) (city) (state) (zip)

Email (optional): _____

* If Donor wishes to remain anonymous, please check this box. Should a public records request be received regarding the donation, UW-Stevens Point will redact or remove the name of the individual, citing their wish to remain anonymous.

DESCRIPTION OF THE GIFT-IN-KIND: (please print)

Estimated Value Provided by the Donor: \$ _____

By IRS Regulation-Publication 561, the Donor MUST determine the Fair Market Value of the gift being donated.

CONDITIONS OF ACCEPTANCE: I/We hereby irrevocably and unconditionally give, transfer, assign, and deliver to the University of Wisconsin-Stevens Point (UWSP) by way of gift, all rights, title and interest in and to the property detailed above. I/We also state that the subject donation is my/our property free and clear, to dispose of.

Donor's Signature: _____ Date: _____

Gifts to the University of Wisconsin-Stevens Point are deductible from taxable income to the extent allowed within the provisions of the Federal Income Tax Laws. The Purchasing Office will send a copy to the UWSP recipient and donor after it is processed.

To be Completed by the UWSP Receiving Department

YES NO Were any restrictions regarding use, disposition, or reporting requirements stipulated as a condition of the gift? If "Yes" explain: _____

YES NO Are there any special conditions concerning this gift? If "Yes", provide detail: _____

Significant/potential costs associated with the gift are below: (All costs are the responsibility of the accepting unit/department)

Note: Review [UW System Policy](#) before accepting hazardous wastes/chemicals

- YES NO Spaces Requirements/Storage Costs—**Attach Plan & Costs**
- YES NO Maintenance/Operating/Personnel (training) Costs—**Attach 6-month utilization and training Plan & Costs**
- YES NO Hazardous Waste/Disposal Costs—**Attach Plan & Costs**
- YES NO Other Significant/Potential Anticipated Costs—**Attach Plan & Costs**

If "Yes" is selected for any of the above, this form must route to the Director of Risk Management, prior to submitting to the Purchasing Department.

IT related gifts are noted below: IMPORTANT: If your response to the below questions is "yes", route the form to the Procurement Coordinator in Information Technology prior to submitting to the Purchasing Department.

YES NO Is this gift software or hardware?

Continued on Next Page

**Procedures for Accepting Gifts-In-Kind
And
Instructions for Use of this Form**

After completion of this form, forward it to the Purchasing Department, 041 Main. If you have any questions, please call the Purchasing Department at (715) 346-2721 or email Purchasing.Department@uwsp.edu.

If significant anticipated costs are associated with accepting the gift, they must be fully addressed before final acceptance. "Significant" means cost beyond those which can easily and will be absorbed by the receiving unit. Significant costs include: shipping, storage, remodeling, hookup, staff training, disposal, or operating and maintenance costs. Of "special concern" are the costs associated with computer equipment maintenance and the acceptance/storage/disposal of hazardous wastes. The acceptance of chemicals or wastes from third parties is covered in the University of Wisconsin System Physical Planning and Development Policy and Procedures Manual, Part 7, Section 7D, Hazardous Substances Management:

No University institution or employee is to accept donated hazardous substances or chemicals from outside sources unless a specific (written) plan exists for the use of the entire quantity of the substance or chemical within six (6) months of its receipt.

Federal and State law stipulate that no University institution, which is not an approved storage facility, may accept hazardous waste from any person or organization that is not directly related to a program, function, or facility of that institution.

If donor wishes to remain anonymous (see first page), and the item(s) donated fall under the classification of "Capital Inventory" (see [UW-Stevens Point Capital Equipment Program](#)), please attach documentation to show "like" item value.

UWSP Dean/Department Chair/Director Name (*Please Print*): _____

Dean/Department Chair/Director Signature: _____ Date: _____

UWSP Department Name (*please print*): _____

UWSP Recipient: Please send this form to Heidi Wallner, Purchasing, Old Main after you and the donor sign it unless noted above to send to the Director of Risk Management or Procurement Coordinator in Information Technology.

Director of Risk Management Signature: _____ Date: _____
(*If applicable*)

IT Procurement Coordinator Signature: _____ Date: _____
(*If applicable*)

Purchasing Manager Signature: _____ Date: _____