

# California State University Channel Islands Foundation

One University Drive • Camarillo, CA 93012 • Ph: (805) 437-8420 • Fax: (805) 437-2715

## DEED OF GIFT (for Gifts In Kind)

To: California State University Channel Islands Foundation

I (we) \_\_\_\_\_

Of (address) \_\_\_\_\_

am (are) the owner(s) of the property described as follows:

Description of Property (may refer to attachments, if desired):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAIR MARKET VALUE (for insurance purposes) \_\_\_\_\_

Value established by  Donor  Other (specify) \_\_\_\_\_

I (we) wish to transfer said property as a gift to the California State University Channel Islands Foundation, for the benefit of the development of the University and students, faculty, and other individuals served by the campus:

I (we) donate these materials unconditionally, and irrevocably assign, transfer, and give any and all rights, title, and interest which I (we) now have or may possess in the future in and to the above described property, to California State University Channel Islands Foundation. I (we) understand that this gift may be used only for purposes consistent with the policies of the Trustees of the California State University. I understand that California State University Channel Islands Foundation reserves the right to donate or sell materials to benefit California State University Channel Islands.

I (we) have hereto set my (our) hand(s) pending University acceptance:

Donor/ Contact Person Name(s) \_\_\_\_\_

Donor Signature \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

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### FOR UNIVERSITY USE ONLY

Signature of Potential Recipient \_\_\_\_\_

Print name, title, & department \_\_\_\_\_

Signature of Cabinet Member \_\_\_\_\_

Print name and title \_\_\_\_\_

### FINAL ACCEPTANCE APPROVAL:

Signature of VP for University Advancement \_\_\_\_\_ Date \_\_\_\_\_

\* Gifts may be accepted on behalf of the California State University Channel Islands Foundation once the VP for University Development has given final acceptance approval.

*Your donation is tax-deductible to the extent allowed by law. Federal Tax ID#77-0433230.*

*a campus of the california state university*

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Copies: Development Office, University Accounting Office, Originating Dept., Donor, OPC

## DEED OF GIFT INSTRUCTIONS

The Deed of Gift is in effect the request form, acceptance form, and donor receipt for gifts-in-kind.

The top portion of the Deed of Gift Form should be filled out by the donor. The donor establishes the value estimate of gifts worth less than \$5,000. Gifts whose value are greater than or equal to \$5,000 must be appraised at the donor's expense. The appraisal should be submitted along with the Deed of Gift Form. The donor should forward the original Deed of Gift form to a University Official for the required signatures.

The bottom portion of the form should be filled-out by University officials only. The form should be signed first by the person receiving and/or requesting the gift, followed by the appropriate CSUCI cabinet member, and finally by the Director of Donor Relations.

**\*ONLY after the Deed of Gift Form has been signed by the Director of Donor Relations may the gift be considered accepted by the California State University Foundation.**

Once the Deed of Gift Form is completed, the Development Office will confirm acceptance with the requesting department then contact the donor and OPC if necessary to make arrangement for receiving the gift. A copy of the Deed of Gift form should be given to the donor at the time the gift is received.

Copies of the Deed of Gift Form should also be distributed to the Requesting Department and Accounting. The completed original Deed of Gift Form is filed in the Development Office.

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