

**MURRAY STATE UNIVERSITY FOUNDATION, INC.
POLICY**

SUBJECT: Acceptance and Acknowledgement of In-Kind Gifts

DATE: October 2, 1998

PURPOSE

Donors often wish to make a donation to Murray State University (University) or to Murray State University Foundation, Inc. (Foundation) of equipment, supplies, securities, or other assets. The following policy is adopted to ensure that the acceptance of the donation is in the best interest of the Foundation or University and to ensure compliance with Internal Revenue Service Regulations:

POLICY

1. Donations of assets (other than money or publicly traded securities) in excess of \$5,000 must be accompanied by an independent third party appraisal.
2. The department to be benefited by the gift is responsible for submitting a Notification of Proposed Donation (**Exhibit 1**). The appraisal for gifts over \$5,000 must accompany the Notification of Proposed Donation form. A letter or document from the donor stating the value of any gift valued at less than \$5,000 must also accompany the form. The donor is responsible for determining the value of the donation in accordance with IRS guidelines.
3. The Executive Committee of the Foundation, or designee, will determine whether the gift is for the benefit of the Foundation or the University.
4. If it is determined that the asset is for the benefit of the University, the asset will not be recorded on the books of the Foundation. The Foundation will notify the University's Fixed Asset Accountant so that the gift can be recorded under Murray State University policies and procedures.
5. If the Executive Committee, or designee, determines that the asset is for the benefit of the Foundation, the Foundation will make a formal entry to record the asset in its records. In the case of securities, the Foundation cannot accept the gift unless the donor has transferred title to the Foundation. The donor can accomplish this through one of three methods:

