



CSU Bakersfield

9001 Stockdale Highway
Bakersfield, California 93311
661-654-2025 FAX: 661-654-3133

ACCEPTANCE REQUEST FOR GIFT IN KIND DONATION
Must be completed for all non-monetary gifts of tangible property.
Please refer to the CSUB Gift-In-Kind Policy prior to proceeding

Gifts-In-Kind may be accepted by the Vice President of University Advancement (VPUA) or an appropriate administrator (sign at end of form): _____ Name of representative approving.

PROCEED IF APPROVED; CONTACT VPUA IF NOT APPROVED

Your Name: _____

Your e-mail: _____

Reporting Department/Division: _____

Donor (name of company or individual): _____

Donor's Title: _____

Donor Address: _____ City _____ State _____

Donor's Phone: _____

Donor's e-mail: _____

Does the donor wish to remain anonymous? (If external anonymity is not specifically requested on this form, the University regards all gifts as a matter of public records.) ___ Yes ___ No

Gift is From: ___ Individual ___ Corporation ___ Foundation ___ Government agency
___ (a CSUB alumnus/a)

Description of Gift (Please include details such as model numbers if appropriate):

Gift Use: _____

Condition of gift: ___ New ___ Excellent ___ Good ___ Poor

Is this a company Product: Yes No

Gift Properties (Check all that apply):

- Computer Software Computer Hardware Obtained under contract
- Scientific Apparatus Hazardous Materials This is a gift
- Personal property such as art, books, collectibles, etc. Network Hardware

Please complete this section for gifts of computer software only:

Number of licenses or seats:

Additional Staff required? Yes No

If license, what is the duration?

Is training required to use this software? Yes No

Who will maintain the software? IT Staff Dept. Staff

Please check if this item involves any of the following:

Restricted to particular use. If so please explain:

- Moving, delivery, or installation required?
- Shipped from outside the U.S.
- Fees, expense, or maintenance costs to annually maintain GIK: \$ _____
- Additional space, renovations or alterations needed
- Human subjects
- Animals
- Testing hazardous materials
- Select agents
- Special insurance considerations
- Use of the item may be hazardous
- The item(s) must be returned in the future
- The item(s) must be disposed of in a particular way
- Training is required
- Has the donor been advised that CSUB may dispose of/sell the gift?

Gift value (See GIK policy on gift valuation): \$ _____

Date of gift: _____

Expected Deliver Date: _____

Signature of Approval by VPUA or Appropriate Administrator: x _____