

Gift-in-Kind F.A.Q.

What is a gift-in-kind?

A gift-in-kind is a gift other than cash. Examples:

- supplies
- books
- equipment
- artwork
- computers
- meeting space
- mailing services
- printing and duplicating services
- used or antique dental equipment or textbooks

Why do we have to report gifts-in-kind?

The University is required to record gifts-in-kind for insurance, accounting and tax purposes.

It is also important to report gifts-in-kind for a corporation or individual so they have an accurate official receipt for tax purposes.

What do I have to do?

Anytime you receive a donation of a non-cash item, such as those listed above, you should fill out the *Gifts-in-Kind Reporting Form* and submit it to the Development Office in suite 500.

What happens after I turn in the form?

The Development Office will process the form and enter the information into the School's database so the gift will become part of the individual or company's permanent record. In many cases, you'll be sending a personal note of thanks. The Development Office will also create a thank you letter for the Dean's signature and send it to the individual or company to serve as a gift receipt they can use for tax purposes. We will list all gifts-in-kind in our *Report to Investors* publication every fall. This is also a great way for companies to receive some extra recognition for their donation.

If you have additional questions please email Allison at aneumeister@pacific.edu.