1.0 PURPOSE:
The purpose of this policy is to document the University’s policy in terms of acceptance of gifts-in-kind.

2.0 BACKGROUND:
Donated materials and equipment provide an important supplement to the operations and supply budgets of UW-Platteville’s academic and support units. Acceptance of such items can also result in costs to the university; therefore, a policy is needed which establishes ways to manage and communicate the process.

UW-Platteville defines gifts-in-kind as equipment, supplies or property offered to the university within lawful restrictions or requirements.

3.0 POLICY:
It is the policy of the University of Wisconsin-Platteville to accept gifts-in-kind based on the following principles:

3.1 To accept gifts which enhance the university’s mission and programs.

3.2 To accept gifts following the completion and approval of an Acceptance of Gifts In-Kind form.

3.3 To accept only gifts when the potential benefit is greater than its potential cost and the potential liability to the university.

4.0 CRITERIA FOR ACCEPTING GIFTS-IN-KIND
Gifts-in-kind will be accepted by UW-Platteville subject to the criteria listed below. An accepted gift should:

4.1 Be based on specific, identified equipment, supplies or property required to meet the needs of current programs or of programs to be launched within two years.

4.2 Be functional to meet required needs when received.

4.3 Be of a reasonable age in relation to its useful life.
4.4 Meet standards that would apply to purchase of a similar item in terms of quantity or attributes.

4.5 Recognize the potential costs associated with the donated gift, including but not limited to such costs as:

(a) personnel costs incurred in receiving, handling, inventorying, training, or operating;

(b) disposal costs of hazardous materials, solid waste, residual components, etc;

(c) facility costs for storage, remodeling, or building modification;

(d) service costs to modify, repair, maintain, or install;

(e) on-going maintenance costs;

(f) shipping costs;

(g) insurance requirements.

5.0 Procedure:

5.1 Each gift acceptance form requires the appropriate signatures to ensure that each accepted gift has been reviewed from both a programmatic and resource consuming perspective.

5.2 Estimated market value of donated items is established by the donor.

5.3 Estimated age of equipment is provided by the donor.

6.0 Reporting and Acknowledgement of Gifts:

6.1 Federal, State and UW Board of Regents' rules require reporting of gifts-in-kind acquired by the university. UW-Platteville's Accounts Payable office is charged with reporting all gifts-in-kind to ensure compliance. Accounts Payable will:

(a) report to the Board of Regents required information about gifts-in-kind approved for acceptance by UW-Platteville;

(b) provide public disclosure of these receipts upon written request;

6.2 Capital Equipment and Inventory will capitalize any piece of donated equipment greater than $5,000 in the Asset Management module.
6.3 The Foundation is responsible for preparing letters for acknowledgement of gifts to ensure that donations of gifts-in-kind are acknowledged in a timely manner and appropriate way.

(a) Acknowledgement letters for gifts of substantial monetary value, as defined by the Foundation, will be signed by the chancellor.

(b) Other gifts will be acknowledged by the appropriate dean or division administrator.