



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

In Kind University Donations

Interim Policy 3-02 (Legacy PRP 2780)

Commonwealth University of Pennsylvania

Issued as Interim Policy on 11/7/2024

Responsible Office: Advancement

1. Purpose

Define the process for In Kind Donations.

2. Scope

All members of the Commonwealth University of Pennsylvania community, including all employees.

3. Definitions, Roles and Responsibilities

3.1. Definitions

- 3.1.1. **Gift** – A voluntary transfer of money or other assets to an organization from a donor, which can be an individual, a corporation, or a grant making organization, such as a foundation. No tangible benefit of any kind will be exchanged for the gift.
- 3.1.2. **In-kind Gift** – A tangible, non-cash asset, such as equipment, artwork, books, clothing, gift certificates, etc. that is contributed by a donor.

3.2. Roles and Responsibilities

- 3.2.1. Commonwealth University of Pennsylvania University Advancement Division /Foundation will receive all gifts and Vice President/CFO of Fiscal Affairs will be required to enter the assets into the accounting records of the University and assign a proper asset tag as needed. The affiliate Foundation will ensure that the item is properly credited to the donor and that the donor is recognized for the contribution.

4. Policy

- 4.1. Tangible gifts of merchandise, supplies, equipment, art pieces, books and real estate are considered in-kind donations to the University. Non-tangible gifts in kind (such as gift



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certificates) or consumable donations (event tickets) are reported to the appropriate affiliated Foundation for recording and donor recognition in accordance with CASE and IRS guidelines. Through a fiduciary agreement, the University recognizes all donations through its affiliated Foundations. All in kind gifts received will adhere to the Foundation policy. The affiliated Foundations will not accept gifts which violate Internal Revenue Code requirements or any other federal or state laws.

5. Procedures, Standards, and Guidelines

- 5.1 The Advancement Division/Foundation collects and recognizes gift donations in kind.
- 5.2 VP/CFO of Fiscal Affairs enters and assigns assets into accounting records.

6 Compliance and Enforcement

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

6.3 History

- 6.3.1 Replaces PRP 2780 – In Kind University Donations January 15, 1988
- 6.3.2 Effective 11/7/2024 as Interim Policy Issued by Erik Evans, Vice President for Advancement

6.4 Related Policies -

6.5 Contacts for Additional Information and Reporting

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Commonwealth University Office of Advancement
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