

## Make the Gift-in-Kind email inbox your first stop!

If you have questions about a gift-in-kind, please send it to [GIK@cu.edu](mailto:GIK@cu.edu). This is the fastest way to get support.

Gifts-in-kind (GIKs) are charitable contributions of tangible or intangible personal property that are not gifts of cash or stock. GIKs provide significant resources for the CU Denver Campus. CU Gift Planning, which administers the acceptance of GIKs across all CU campuses, has streamlined the GIK approval process, making accepting these gifts as simple as possible.

The following procedures are designed to 1) quickly review and approve GIKs, 2) ensure that these GIKs and any agreements align with CU policies, 3) record the GIK to provide solid documentation and record-keeping, and 4) provide the framework for future stewardship and recognition of GIK donors.

### Acceptance Policies:

1. The CU Denver Campus may accept the following types of GIKs, and all accepted GIKs must support the mission of the Campus, School or College:
  - Tangible personal property: artwork, medical devices, musical instruments, antiques, boats, books, and even food and beverage
  - Intangible personal property: patents, copyrights, licenses and certain software
  - Corporate property: equipment, books, devices, consumables, furnishings, and educational materials
  - Real estate: land, buildings, or water and mineral rights
2. All GIKs must be approved by CU Gift Planning prior to acceptance.
3. GIKs valued at \$100,000 or more must be approved by the senior financial officer at the School, College, or Campus level.
4. GIKs with written agreements requiring a University signature, including sponsorship agreements, must be submitted to CU Gift Planning for review and approval by the appropriate campus legal and financial officers prior to signing.
5. GIK donors are asked to provide a substantiated estimate of the value of the donated GIK. Please contact the CU Gift Planning Office for questions concerning what is acceptable substantiated value documentation. Donors must pay for any qualified appraisals of a GIK or collection thereof.
6. Generally, CU does not accept GIKs for the sole purpose of selling the contributed item(s). GIKs, for resale purposes, valued at above \$25,000 or real estate valued at above \$150,000 would be considered if approved by CU Gift Planning and relevant CU partners.



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OFFICE OF GIFT PLANNING

**Don't speculate regarding the tax deductibility of a GIK! Rules vary widely and some gifts do not provide a tax benefit. For example, consulting services and software licenses are generally not tax-deductible.**

### **Gift-in-Kind Procedures:**

1. When a GIK is offered, determine if it will advance CU's mission. If it does not, please politely decline it.  
If you are unsure, contact CU Gift Planning at [GIK@cu.edu](mailto:GIK@cu.edu). We are happy to support you in working with the donor to decline or accept a GIK.
2. If the GIK does advance CU's mission, complete a [GIK Acceptance Form](#) and send to [GIK@cu.edu](mailto:GIK@cu.edu). Please do not accept any GIK items or sign any documents before the gift is reviewed and approved.
3. If the donor requests CU's signature on a document or agreement that they provide, please submit these documents along with the [GIK Acceptance Form](#). CU Gift Planning will coordinate review and editing of any agreements.
4. Once approved, the [GIK Acceptance Form](#) will be signed by CU Gift Planning and sent back to the department for the organizational unit's authorizing signature. For GIKs of \$100,000 or more, the authorizing signature must be the Dean, Associate Dean, College Department Head, or senior financial officer at the School, College, or Campus level. For GIK under \$100,000, the authorizing signature can be the Dean, Associate Dean, College Department Head, or a senior financial officer at the unit level.
5. Approved accompanying documents, like sponsorship or gift agreements, will also be returned with instructions for whom from CU should sign each agreement. Most often, this will be the participating lead faculty member or College Department Head.
6. Once the GIK is received, please return the fully-executed [GIK Acceptance Form](#) and all accompanying documents to [GIK@cu.edu](mailto:GIK@cu.edu). The gift will be recorded by CU Gift Planning and an acknowledgment will be sent to the benefactor/contributor of the GIK. Per IRS guidelines, GIK acknowledgments do not include the stated dollar value of the GIK. Your Gift Planning Officer is happy to help you accumulate the supporting documentation.
7. If the donor requests CU's signature on an IRS Form 8283, please submit this paperwork to [GIK@cu.edu](mailto:GIK@cu.edu). IRS Form 8283 can be downloaded from <https://www.irs.gov/pub/irs-pdf/f8283.pdf> (for Filing Year 2020) if the donor asks for this information.

### **Artwork**

Generally, CU does not accept gifts of artwork or collections for display, although exceptions are made for museum/gallery collections or valuable items that can be sold to advance the mission of the University and CU Denver. CU has very limited resources for maintenance and conservation costs. If you are offered a gift of artwork, please contact [GIK@cu.edu](mailto:GIK@cu.edu) to discuss the situation before making any commitment to the donor. We will be glad to support your work with your donor.

## **Contact Us**

Office of Gift Planning  
University of Colorado  
303-541-1229  
[giftplanning@cu.edu](mailto:giftplanning@cu.edu)  
[giftplanning.cu.edu](http://giftplanning.cu.edu)