



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: GIFTS IN-KIND DONATION PROCEDURE

Code: HH0300-1

Policy Reference: H0300-1, Gifts, Grants and Bequests

The Milwaukee Area Technical College District Board authorized the acceptance of gifts, grants, bequests and devices to be used in the operation of the Milwaukee Area Technical College in District Board Policy H0300-1 Gifts, Grants, and Bequests. The District Board recommended that such gifts, grants and bequests be given to the Milwaukee Area Technical Foundation, Inc., and delegated authority to accept such gifts to the MATC administration.

This procedure establishes the conditions under which gifts in-kind may be accepted by the college and assigns authority for such acceptance. All donations of equipment to MATC must be approved by the appropriate administrators prior to being accepted.

Gifts in-kind should enhance either the college's day-to-day operations or its mission and goals. Therefore, the college should not accept gifts that are obsolete, damaged or unrelated to its mission/operations. In-kind gifts that are deemed suitable and acceptable by the College will be processed as donations to the MATC Foundation, Inc.

Gifts in-kind will be reviewed, accepted, inventoried and recorded according to the following procedure:

1. Prior to accepting gifts in-kind, a Dean of the College, Vice President of the College or the College President must deem the gift suitable for acceptance after considering the following factors:
 - The cost of altering, operating or maintaining the gift property;
 - The educational benefit gained by students from acceptance of the donated item;
 - The cost of facilities and storage space needed to house the gift property;
 - Any potential tort liability;
 - Any conflicts of interest presented by accepting the property;
 - Any costs associated with hazardous waste;
 - Any taxes or special assessments that must be paid prior to the transfer of the gift title; and
 - Any costs associated with transportation of the gift property.
2. If the gift is valued by the donor at more than \$50,000, the MATC administration will report the gift to the MATC District Board. If the proposed gift is real property, the MATC administration will obtain the permission of the MATC District Board to accept the gift. Such proposals will be processed through the District Board's Finance and Personnel Committee.



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3. For gifts deemed suitable for acceptance and use by the College, the person authorizing acceptance (per paragraphs 1 and 2 above) shall provide the MATC Foundation with a description of the gifted property, including valuation information to the extent known, and a statement that the gift is suitable for acceptance by the College.
4. The MATC Foundation may accept the recommended in-kind donation on behalf of the College, unless donor restrictions prohibit acceptance by the Foundation. Following acceptance, a letter of acknowledgement will be sent to the donor.
5. Gifts in-kind accepted by the MATC Foundation will be booked as assets of the MATC Foundation. Such assets may be transferred to the College in accordance with the Foundation's agreement with the College, unless restricted by the donor. At the time of transfer from the Foundation to the College, the gift in-kind will be booked as an asset by the College, consistent with normal and customary public accounting procedures, and reported as part of the College's normal and customary process through the Finance and Personnel Committee.
6. For income tax purposes, it is the responsibility of the donor to determine the fair market value of the gift. College personnel must not accept this role. Donors should be advised that they must complete IRS Form 8283 if their total tax deductible gifts exceed \$500 in a given year. The donor shall also be advised that, in most cases, a qualified appraisal is required for a single non-cash gift over \$5,000 in order to complete IRS Form 8283. The appropriate administrator will sign this IRS form acknowledging receipt of the gift, but not acknowledging or attesting to the value of the property.

If the gift is not deemed suitable for acceptance by the College, a Dean or Vice President of the College, or his/her designee, will contact the prospective donor to communicate the College's decision to decline the proposed gift.

College faculty and staff are not authorized to accept gifts on behalf of the College or the MATC Foundation.

Office of Responsibility: Vice President of Finance