

ASSOCIATED STUDENTS, INCORPORATED CALIFORNIA STATE UNIVERSITY, LONG BEACH

ASI GIFT-IN-KIND NOTIFICATION

Submit to ASI Development Office, USU-313

TO BE COMPLETED BY DONOR

Date:						
	Associated Students, Incorp California State University, I 1212 Bellflower Blvd., USU- Long Beach, CA 90815-419	_ong Beach 313				
I wish to	o make a contribution of the	following items, all o	f which I currently o	own:		
Quantit	y Brand/Make	Model/Size	e Descri	ption	Value*	
		*Net as suite diff			adily established (i.e. gift cards).	
respons	s document, I am transferring the valuntribution should be designa	ue of the above items		udents, CSULB.	I understand I am	
1110 001	sation oneala so accigna		ganization/Departm	ent/Unit or Purpo	ose)	
Donor S	Signature	_				
Donor	Information:					
Busine	ss Name:					
Contact Name:		Phone:	Phone:		Email:	
Street	Address:					
City:			State: Zip:			
-			1	I		

Cc: University Relations & Development

Asigift-In-Kindnotification Rev. 20101006

TO BE COMPLETED BY STUDENT ORGANIZATION

Location (room and building) of Gift:	Date Gift Received:					
Intended Use:						
Property Number Needed? (Property numbers are required for donations of sensitive items, such as laptops and						
cameras, or those valued at \$5,000 or greater.):	□ No					
Anticipated Monthly/Yearly Maintenance Costs: \$						
Anticipated Disposal Costs: \$						
*Maintenance and disposal costs and license fees are the responsibility	of the department/program accepting the gift.					
Gifts with these costs will require approval of the Department Manager.						
Note: Attack whatecoming of any visition correspondence concern	wing this gift Diseas make a photocopy for					
Note: Attach photocopies of any written correspondence concerning this gift. Please make a photocopy for your files.						
, o						
PREPARED BY:						
Department/Organization Representative	Date					
TO BE COMPLETED BY ASI DEVEL	OPMENT OFFICE					
Recommendation of Acceptance of this gift is <u>not in conflict</u> with the following provisions of Executive Order 676, <u>California</u> <u>Administrative Code</u> or the <u>IRS Disposition Requirement</u> :						
Administrative Code of the IKS Disposition Requirement.						
(a) The property is not subject to trust, condition reservation, or restriction of any kind.(b) The property will not require more than 100 square feet of floor space for housing or the construction of specialized facilities.						
(c) The property will not require amounts of state funds for operation, repair, or maintenance that are unreasonable in relation to						
the item received. (d) For items valued at greater than \$500, the recipient ("donee organizati	on") ensures acceptance and adherence to the "3 Year					
Rule" governing disposition of the property. ("Donee organizations must file Form 8282 if they sell, exchange, cons	sume, or otherwise dispose of charitable deduction					
property within 3 years after the date the original donee received the p						
*If the gift conflicts with <u>any</u> of these provisions, University Relations and Development should be contacted for further guidance and						
approval	opmont chould be contacted for further guidance and					
Acceptance of this gift by Associated Students, Incorporated is	hanaficial and is recommended:					
Acceptance of this gift by Associated Students, incorporated is	beneficial and is recommended.					
ACL Development Associately Circumstance	Dotte					
ASI Development Associate's Signature	Date					
APPROVED:						
Director, ASI Administrative Services (Only required if the donations are: (1) sensitive items (laptops and cameras) of	Date or (2) valued at \$5,000 or greater)					
Property Number Assigned:	<u> </u>					
ADDDOVED.						
APPROVED:Executive Director	 Date					

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