

---

**California State University Maritime Academy  
California Maritime Academy Foundation, Inc.**

---

**VOLUME:** Policy  
**NUMBER:** FD-02-001

---

**TITLE:** Gift-in-Kind (GIK) Policy (Refer to CSU Gift Processing Policy and Procedure document) C  
**California State University California Maritime Academy (CSUM) and California Maritime Academy Foundation (CMAF)**

---

**II. Policy purpose**

**A. The purpose of this policy is to assure that all GIK received by CSUM and CMAF:**

- 1. support the mission of the University and are consistent with its policies;**
- 2. are not a hazard to faculty, students, or staff; uthority to Accept GIK**

- A. The Vice President for University Advancement (VPUA) will act as the representative accepting GIK under \$10,000.**
- B. No GIK will be accepted until the proper clearances and authorizations have been received from the CMAF Gift Acceptance Committee VPUA and the Vice President for Administration and Finance (VPAF) for gifts greater than \$1,000.**
- C. Appropriate members of the President's Cabinet will be consulted on gifts to their assigned area of supervision with an estimated value of \$25,000 or more.**

**IV. Clearances Required**

- A. The proposed recipient of a GIK is required to complete a Donation Acceptance Form. The online request or form is sent to the VPUA.**

**B. Faculty and staff do not have the authority to accept a GIK without authorization.**

**V. Anonymous Donors**

- A. The University understands the desire of some donors to remain anonymous; however, their identity must be disclosed on the Donation Acceptance Form for CMAF internal records.**
- B. If external anonymity is not specifically requested on the form, the University and California State Law regards all gifts to be considered as a matter of public records.**





**CALIFORNIA MARITIME ACADEMY FOUNDATION, INC.**

200 Maritime Academy Drive

Vallejo, California 94590

707-654-1037 FAX: 707-654-1247

***PLEASE USE AVAILABLE FILLABLE FORM ON SITE***

**ACCEPTANCE REQUEST FOR FOR GIFT IN KIND DONATION**

**Must be completed for all non-monetary gifts of tangible property.**

**Please refer to the CSUM Gift-In-Kind Policy prior to proceeding**

Gifts-In-Kind (GIK)

Additional Staff required?  Yes  No  
 If license, what is the duration? \_\_\_\_\_  
 Is training required to use this software?  Yes  No  
 Who will maintain the software?  IT Staff  Dept. Staff

Please check if this item involves any of the following:  
 Restricted to particular use. If so please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 Moving, delivery, or installation required?  
 Shipped from outside the U.S.  
 Fees, expense, or maintenance costs to annually maintain GIK: \$ \_\_\_\_\_  
 Additional space, renovations or alterations needed  
 Human subjects  
 Animals  
 Testing hazardous materials  
 Select agents  
 Special insurance considerations  
 Use of the item may be hazardous  
 The item(s) must be returned in the future  
 The item(s) must be disposed of in a particular way  
 Training is required  
 Has the donor been advised that CSUB may dispose of/sell the gift?

Gift value (See GIK policy on gift valuation): \$ \_\_\_\_\_

Date of gift: \_\_\_\_\_  
 Expected Deliver Date: \_\_\_\_\_

**APPROVAL:**

\_\_\_\_\_  
**Vice President for University Advancement** **DATE**  
**Executive Director, CMA Foundation**