

## **Gifts Policies**

### **Deposit Bags**

Deposit Bags, like the zipped, locked deposit bags used for Department and Service Fund deposits are available for those departments that make frequent gift deposits.

Contact Skip Swearingen for additional information.

### **Gifts to WSU Foundation**

The Foundation prefers that gifts be made directly to the WSU Foundation. If gifts are given to departments, the department administrative assistant is responsible for completing the Foundation Deposit Form. The Foundation Deposit Form should be completed and sent with check, cash or credit card information.

The Foundation Credit Card Form should be completed and can be sent without the Foundation Deposit Form. Credit Card information should be hand delivered or sent in the locked deposit bag. Do not hold gifts; submit them immediately to the Foundation.

### **Critical Dates**

**6/30** fiscal year end for giving level recognition. **12/31** donor tax record implications. Keep envelope so that it can be posted to the correct "tax year".

Contact Geneva Hendrix or Amy Houpt for additional information on the Foundation Credit Card Form.

### **Miscellaneous Receipts**

Most funds are not authorized to receive non-gift deposits. Reimbursements to a fund for previous expenses paid through a Foundation fund are acceptable. For specific situations contact AJ McCausland or Skip Swearingen.

### **Gifts-In-Kind**

Accepted and completed Gift-in-Kind Forms should be sent to Susan Barrett.

Items for which the donor receives substantial benefit do not qualify as Gifts-in-Kind (example: publisher giving textbooks to a department contingent upon it being adopted for a WSU course).

Contact Susan Barrett for additional information.

### **Gift-in-Kind items Donated for Silent Auctions or Other Fundraisers**

The gift value of a donated item is determined by the donor's cost basis, not the item's fair market value (retail price).

Contact AJ McCausland or Susan Barrett for additional information and/or to discuss Gift-in-Kind donations for Silent Auctions BEFORE contacting potential donors.