University of Pittsburgh Policy
Non-Cash Gifts

Category: Development
Section: Gifts and Grants
Contents:

- Policy Statement
- Reason for Policy
- Definitions
- Entities Affected
- Key Stakeholders
- Responsibilities
- Contacts
- University Policies, Procedures, and Other Resources
- History

Policy Number: 03-01-01
Effective Date: March 2017
Responsible University Officer:

- Vice Chancellor, Institutional Advancement
- President, Medical and Health Sciences Foundation

POLICY STATEMENT

It is the policy of the University of Pittsburgh to accept non-cash gifts in furtherance of the University's mission. Non-cash gifts must be approved by either Institutional Advancement (IA) or the Medical and Health Sciences Foundation (MHSF) before acceptance.

REASON FOR POLICY

To establish requirements for reviewing, accepting, recording, and acknowledging non-cash charitable donations.

DEFINITIONS

Non-Cash Gift - Non-monetary contributions such as art, books, equipment, intellectual-property/patents, real property, mineral rights, securities, vehicles, insurance policies, and other tangible or intangible assets.

Capital Gift - Tangible property or equipment valued at $10,000 or more and having auseful life of two or more years.

ENTITIES AFFECTED

All University Responsibility Centers including regional campuses.

University of Pittsburgh Policy
Non-Cash Gifts

KEY STAKEHOLDERS

- Office of Institutional Advancement
- Medical and Health Sciences Foundation
- University Library System
- Payment Processing and Compliance
- Department of Property Management
- University Art Committee
- Office of Finance
- Office of General Counsel

RESPONSIBILITIES

Office of Institutional Advancement/Medical and Health Sciences Foundation:

- Evaluate the need, cost, and implications of accepting or refusing the non-cash gift in consultation with the appropriate University Responsibility Center receiving the donation.

- Work in consultation with the following entities when appropriate:

    - Gifts of fine art, historical treasures, and collection items are evaluated in consultation with the University Art Committee and/or the University Library System, as appropriate.

    - Gifts of real estate are evaluated in consultation with the Office of General Counsel and the Department of Property Management.

    - Gifts associated with a bargain sale or deep discount purchase of goods or services should be evaluated by the Purchasing Department.

- Obtain appropriate information in order to value the gift in the University's gift recording system (e.g., donor's name, address, telephone number, gift value, and intended use).

- Prepare and execute Deed of Gift or other documentation pertaining to non-cash gifts.

- Acknowledge gifts in accordance with the charitable contribution substantiation and disclosure requirements per federal tax law. Complete IRS Form 8283, Non-cash Charitable Contributions, at the donor's request. The Associate Vice Chancellor for Corporate and Foundation Relations at Institutional Advancement is authorized to sign the Donee Acknowledgement section of Form 8283 on behalf of the University.

    - The donor is responsible for substantiating the value of any non-cash gift in accordance with federal tax laws. In certain circumstances, the donor may be unable or unwilling to provide a copy of a qualified and independent appraisal

for the University's use. The University, as the donee, has no obligation to obtain such an appraisal. However, standards of financial accounting and reporting require that contributions be recognized in the financial statements at their fair value. In those circumstances when the donor has not provided a copy of an appraisal, and uncertainty of value exists, the receiving Responsibility Center may need to obtain an appraisal for its records.

- Notify Payment Processing and Compliance of any capital gifts received.

- Coordinate with the appropriate Responsibility Center to notify the Office of Risk Management of new property acquisitions, gifts of fine art, historical treasures, and collections for evaluation of appropriate insurance coverage. Office of Risk Management instructions can be found at: http://www.cfo.pitt.edu/risk/faqpropertyinsurance.html.

- Coordinate completion of IRS Form 8282, Donee Information Return, for non-cash gifts valued over $500 that are sold, exchanged, consumed, or otherwise disposed of within three (3) years after the date the University received the gift.

Payment Processing and Compliance:

- Record and maintain records of all capital gifts in the Net-FM database and tag with a University asset tag in accordance with University's Capital Asset Accounting Policy (05-10-01).

Receiving Responsibility Center:

- Maintain non-cash gifts and adhere to any donor-imposed restrictions on the use or disposition of the non-cash gift.

- Notify IA or MHSF, as applicable, of any change to the status of non-cash gifts (e.g., transfer, sale, or retirement).

University of Pittsburgh Policy
Non-Cash Gifts

CONTACTS

Questions about acceptance of non-cash gifts should be brought to the appropriate development officer at Institutional Advancement/Medical and Health Sciences Foundation.

Subject	Contact	Phone
Acceptance of Non-Cash Gifts	Office of Institutional Advancement	412.624.5800
Acceptance of Non-Cash Gifts	Medical and Health Sciences Foundation	412.647.3048

Specific questions may be directed to the contacts below:

Subject	Contact	Phone
Gifts of Securities, etc.	Office of Finance	412.624.1799
Gifts of Art, Historical Treasures, Special Collections	University Library System	412.648.7755
Gifts of Real Property	Department of Property Management	412.624.9900

UNIVERSITY POLICIES, PROCEDURES, AND OTHER RESOURCES

Policies

Policy FN 05, Competitive Bidding (formerly 05-02-16)

Policy FN 08, Directed or Sole Source Purchase Justification (formerly 05-02-17)

Policy FN 02, Capital Asset Accounting (formerly 05-10-01)

Policy on Conflicts of Interest and Interactions between Representatives of Certain Industries and Faculty, Staff and Students of the Schools of the Health Sciences and Personnel Employed by UPMC at all Domestic Locations

Procedures

Procedure AO 25, Non-Cash Gifts (formerly 03-01-01)

HISTORY

Update, review, and change to new format.