



Letter of Gift - Gift in Kind *Thank You for Your Generous Support of UCSC*

Property Type: ___ Art ___ *Software ___ Other (*Please use specific forms for gifts of [Vehicles](#) or for [Vessels or Trailers](#)*)

Name of Donor (s): _____

Address: _____

Telephone/Email: _____

If gift is from a corporation/organization, indicate name and title of contact person to receive acknowledgement.

Property Description include relevant details such as age/year/edition, type, creator/manufacture, size/dimensions, color, model, etc. (Please note if attached pages):

Purpose of Gift (describe use or benefit to UC Santa Cruz and include name of Department or Program):

Estimated Market Value: \$ _____ as set by ___ Donor ___ Qualified Appraiser ___ Other Qualified Entity

For gifts valued in excess of \$5,000, the IRS may require donors to submit an independent appraisal of the gift for tax deduction purposes. Contact the Gift Administration Office for more information, 831-459-1908.

I (we) hereby irrevocably donate as a gift to the University of California at Santa Cruz, the above item(s) in order to benefit the Department or Program listed above. Do you wish to remain anonymous? ___ Yes ___ No

Donor (s) Signature

Date

Departmental Office Use Departmental approval indicates the transfer of property to UC Santa Cruz and responsibility for housing and maintenance of the property. *Donation of software requires review by Technology Transfer Office, which may be obtained by contacting the office at <http://www.ucop.edu/ott/>.

Estimated one-time costs (unit funded) such as transportation, storage, handling, insurance, compatibility issues, setup = \$ _____ Estimated ongoing costs (unit funded) such as storage and insurance to maintain gift = \$ _____

Development Officer Signature _____ Date _____

Assistant Dean Budget or Designee Signature _____ Date _____

Departmental Equipment Custodian Completes for Gifts Valued \$500 and Above Information regarding equipment management and a list of equipment custodians may be obtained from the Equipment Administration Office. Building code: _____ Custody Code: _____ Condition Code : _____ Gift Administration Gift #: _____

Unit Equipment Custodian Signature and Date: _____
Print Name and Title: _____

University Relations Office Use – Acceptance

Gifts up to \$10K require acceptance by the Gift Administration Manager. Gifts valued between \$10K - \$1 Million require acceptance by the Vice Chancellor University Relations. Gifts valued between \$1M- \$5 Million require acceptance by the Chancellor. Gifts valued over \$5 Million require UCOP acceptance.

Gift Admin Mgr. University Relations Signature _____ Date _____

Vice Chancellor University Relations Signature _____ Date _____

Chancellor Signature _____ Date _____

UC Office of the President Signature _____ Date _____