

Gift in Kind of Moveable Equipment to the University Guidelines

These guidelines are for how to accept gifts of moveable equipment assets to the University. When considering a gift of equipment to the University of Alberta, it is important that such gift not compromise the mission and vision of the University of Alberta. These guidelines do not pertain to artwork, furnishings, museum pieces, or library material. For a complete description regarding donations see:

- [Donation Acceptance Policy](#)
- [Donation Acceptance Procedure](#)
- [Donation Acceptance Policy Appendix A Acceptance of Honourary and Memorial Donations](#)

Before a gift in kind is accepted by the University, its merit must be determined as follows:

- Associated costs in accepting the gift such as renovations, housing, maintenance requirements or physical movement of the equipment.
- Parameters indicated by the donor.
- Declaration that the gift can be retained by the University to be used in connection with University activities, and the University retaining decision as to its use and disposal.
- The Dean, Chair or Director of the recipient Unit must approve the gift in kind.
- Complete the [Equipment Asset Acceptance of Gift in Kind to the University Unit](#) form

After a gift in kind is accepted by the University, the next steps are:

- If the donor wishes to receive a charitable donation receipt, the donation must be recorded through the Office of Advancement (Phone: 780-492-7400).
- Gifts of equipment must be evaluated to determine a fair market value if the donor requires a charitable donation receipt and/or the equipment value is perceived to be \$5000 or greater. Supporting **fair market value documentation** must be attached to the [Equipment Asset Acceptance of Gift in Kind to the University Unit](#) form.
 - An evaluation can be provided by SMS (Surplus Services / Email: smssurp@ualberta.ca/Phone: 780-492-5393). To aid in this process, the manufacturer and model, condition, age, and any other pertinent information about the equipment should be provided. (If original purchase documentation is available, provide this as well.)
 - A Certified Property Appraisal Report or Purchase Order are also supporting documents
- If the fair market value of the equipment is more than \$5,000 or defined as desirable equipment, the equipment must be tagged and added to the PeopleSoft Asset Management Register.
- The date of gift is the date that ownership is transferred from the donor to the University.

If the gift is from a foreign supplier, please refer to the UAPPOL [Acquisition of Foreign Goods and Services Procedure](#).