# GIFT PROCESSING FORM

**CALIFORNIA STATE UNIVERSITY EAST BAY**

The California State East Bay Educational Foundation encourages private gifts for the benefit of California State University East Bay and is the only entity authorized to accept gifts on behalf of the University. All gifts must be deposited with the Educational Foundation.

**CSU EAST BAY Educational Foundation Tax ID# 94-6128893**

**Donor Information** – List name and address of donor(s) or company representative. In case of multiple donors, please attach a list of individuals with gift amounts and addresses.

**Donor Name**:

**Donor Address**:

**Donor Status**: ☐ Alumnus/Alumna   ☐ Emeritus/Emeriti   ☐ Faculty   ☐ Staff   ☐ Parent   ☐ Student

☐ Foundation   ☐ Corporation/Business   Other: _____

☐ Matching Gift for _____

☐ Donor prefers to remain anonymous and not be listed in the Annual Report

## Gift Information

**Gift Type**:   ☐ Cash   ☐ Check   ☐ In-Kind Gift*   ☐ Other: _____   Gift Amount: _____

**Please attach all documentation accompanying the gift, including the envelope**

**\*In-Kind Gift**:

**Description**: Indicate quantity, model number, manufacturer (sufficient to inventory equipment), securities, etc and whether it requires space, additional support materials, and/or services to operate.

Estimated fair market value or appraised value at time of receipt. By donor or agent ☐ / Internal ☐   Amount $ _____

Formal appraisal?   ☐ Yes   ☐ No   **If value is $5,000 or more, donor must also submit IRS Form 8283 and attach a third-party appraisal**

Gift will be used for instructional purposes?   ☐ Yes   ☐No

Software License Gift:   Donor: _____   Type: _____   Value $ _____

Gift location (for tagging):   Building: __   Room: __   Contact: __   Phone: __

Restricted for use by: _____

**Form Completed by:**  **Name:** _____   Date: ___/___/___

**Gift Approved/Rec'd by**: _____ **Dept. Chair**: ___   Date: ___/___/___

**Dean**: _____   Date: ___/___/___

**UA Representative**: _____   Date: ___/___/___

Note: In accordance with University and Educational Foundation Policy, effective December 5, 2013 a portion of current use gifts will be used to defray the cost of gift administration and to encourage private support of the University.

Submit gift and accompanying documentation with this form to**:**   **Office of University Advancement Gift Processing SA 4800**