



ASUB Standard Operating Procedure – 4301

Standard Operating Procedure Synopsis

Title: **GIFT-IN-KIND APPROVAL**

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Annual Review Month: June

Responsible Officer (RO): Associate Vice Chancellor for Institutional Advancement

Standard Operating Procedures Manager (PM): Development Officer

A. Purpose and Scope

Acceptable gift-in-kind donations are charitable gifts of goods – such as equipment, machinery, vehicles and tools – or services that serve the purposes of and support Arkansas State University-Beebe.

To begin this process, the donor, faculty or staff member must complete and submit the gift-in-kind donation form. All information submitted will remain confidential unless otherwise indicated. Please refer to the step-by-step process below as a guide. In order for the ASU System foundation to accept a gift-in-kind, the gift must be approved by the division dean/director, the associate vice chancellor for institutional advancement, the development officer/major gifts, and the president of the ASU System foundation. This approval process begins once the Gift-In-Kind Donation Form has been submitted. The agreement of acceptance of the donation is not valid until the form is completed with all required signatures.

B. Definitions

Gift-In-Kind Donations - Charitable gifts of goods such as equipment, machinery, vehicles, and tools or services that serve the purposes of and support ASU-Beebe.

C. Procedures

When inquiring whether an item is acceptable as a gift-in-kind, please notify the division dean or the Office of Institutional Advancement before submitting a form.

1. Access the Gift-In-Kind Donation Form within the SharePoint intranet site.
2. Complete all designated areas assigned on the form and submit to the institutional advancement office. Once you have submitted the form, the form will be routed to collect all required signatures.
3. Once the form has been approved through the collection of all required signatures, the donor will receive correspondence from the ASU-Beebe Office of Institutional Advancement to complete the donation.
4. Before delivering/receiving the gift-in-kind donation to ASU-Beebe, please ensure the donor has received communication of next steps from ASU-Beebe or the ASU System Foundation, Inc.

D. Related Information

[Gift-In-Kind Donation Form](#)