

	Policy No.	Replaces	Policy
	<b>E.306</b>	<b>ARM 1127</b>	<b>Executive</b>
	Policy Name		
<b>GIFTS-IN-KIND POLICY – DONATION OF SERVICES – CAPILANO UNIVERSITY FOUNDATION</b>			
Approved by	Responsibility		Category
<b>Executive</b>	<b>Executive Director, Advancement</b>		<b>General</b>
Date Issued	Date Revised	Revision	Related Policies, Reference
<b>Feb. 20, 2008</b>	<b>Sept 17, 2014</b>	<b>1</b>	<b>B.307, E. 205, E. 302, E.416</b>

## **GIFTS-IN-KIND DONATIONS**

We are pleased to accept gifts that are of use to Capilano University. Gifts of product, materials, and equipment have enriched the learning of our students over the years. Should the donated gift-in-kind have multiple applications, we will make every effort to ensure the gift is used for maximum benefit. Gifts are accepted on the principle that the receiving Department has complete jurisdiction over their use. Monies that may be raised as a result of exercising this right will be used to further enhance training and/or learning within the department.

According to Canada Revenue Agency all gifts-in-kind require an appraisal. For donations under \$1,000 the appraisal can be completed by a professional affiliated with the University. For donations over \$1,000 an independent appraisal must be completed.

All potential donations of books are reviewed and accepted by the Capilano University Library.

All potential donations of artwork intended for public display are reviewed by the Art Exhibition Committee.

Potential donations of artwork for private space on campus can be accepted following the general gift-in-kind policies.

Gifts of services from individuals and corporations are important to University programs. According to Canada Revenue Agency, donated services are not eligible for a tax-credit receipt. If a company or individual wishes to donate a service desired by the University, Capilano University pays for the service. The service provider can then make a donation to the University and receive a receipt for tax purposes. In such circumstances, two transactions have taken place: the first being the provision of a service and the payment, and the second being a gift proper.

All requests for contracting services must be administered through Purchasing.