**Gifts of Capital Equipment to be kept and retained by the UC San Diego**

Gifts-in-kind are gifts of assets that are non-monetary in nature. Gifts of Capital Equipment donated for related educational and research purposes are processed through The Regents (the UC San Diego Foundation does not have the infrastructure to inventory and maintain these gifts). The University requires physical possession of the Gift to effect the asset transfer. The date of gift is based on both the date the possession of the item is accomplished and documented by UC San Diego representatives.

Gifts of Capital Equipment must have a gift letter/agreement and a completed UDEV-100. Sometimes the gift agreement for the Gift will contain indemnity language or state that the Gift must be accepted with no warranties. Examples of such terms are: “disclaimer of all warranties”, “title and risk of loss” and “indemnification”. In the case of accepting Gifts with these types of disclaimers, expanded due diligence must be performed and clearance must be obtained from UC San Diego’s Environment, Health and Safety Office to ensure that misuse of the equipment or equipment failure could not present a safety hazard  **before** the Gift-in-Kind can be accepted.

If the donor is also the maker of the item, the donor may provide the value of the gift without providing an appraisal by an outside agency. For these gifts, Gift Processing works with UC San Diego’s Strategic Procurement to validate price.

Strategic Procurement requires a formal written quotation from the entity providing the donation with the following details on the piece of equipment:

* Manufacturer’s Name
* Model Name and/or Number
* Manufacturer’s Part Number
* Detailed Description
* List Price or Fair Market Value if USED/Refurbished/Demo
	+ Standard UC San Diego’s discounted Price

For additional information on this process, please contact Gift Processing.