

# Accepting Gifts in Kind (Non-Monetary Donations)

**UW-Madison can accept Gifts in Kind and there is a process to report and accept them.**

Consult your Division's Dean's or Business Office for help reporting a Gift in Kind. Many offices have a process in place for their Division and will guide you through!

## Highlights:

- ◆ A **Gift in Kind Routing Form** must be completed for all non-monetary donations being received.
- ◆ If an **agreement** is involved, forward to your Dean's or Division's Business Office and Gift Management for review.
- ◆ The Department is responsible for issuing a **Gift in Kind Acknowledgement Letter** to the donor once an item is received.
- ◆ An estimated fair market value & support for it are required for donations of **capital equipment property**.

Visit our **website** for more details, Policy and Procedure docs, or an Acknowledgement Letter template!

<https://businessservices.wisc.edu/accepting-payments/gifts/gifts-in-kind/>

## Does UW Foundation need to be involved?

Typically not. Most gifts in kind can be processed through Gift Management in Accounting Services. Start with Gift Management and GM can loop in UW Foundation if needed. (This may be true even if UW Foundation helped facilitate the donation.)

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