



## Accounting and Administrative Manual

### Section 100: Accounting and Finance

#### **Capitalization and Valuation of Non-Monetary Gifts**

No.: A-22

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Page: 1 of 1

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#### General:

It is the intent of the university to record all assets benefiting the university including those items donated by private and public sources. Procedures in accepting non-monetary gifts are delineated in the University of Alaska Accounting and Administrative Manual, Section 100, number A-21 "Gifts". This procedure defines the reporting process to the Financial Accounting Director or Fund Accountant regarding non-monetary gifts.

In order to ensure that material assets benefiting the university are reflected in the university's general ledger, any non-monetary gift received with an estimated valuation of \$5,000 or more should be reported to the Financial Accounting Director, Statewide (SW) Fund Accounting, P. O. Box 756540, Fairbanks, AK 99775-6540. Library and media contributions should be evaluated by collection. A collection is a group of donated papers or books.

The following information should be forwarded to SW Fund Accounting: a description of the contribution, its intended use, documentation regarding the contribution, estimated value and an organization number where it should be recorded. It is the responsibility of the chief financial officer of the unit receiving the contribution to provide a value for the gift. If an appraisal of the contribution has been performed by an independent party, a copy of that appraisal should be forwarded. If an appraisal has not been performed, somebody who is familiar with the type of contribution should perform an estimated valuation. This valuation should be written in memorandum form and signed with the name and title of the person performing the valuation. The evaluator may mention the criteria used in developing the evaluation. If such criteria is not cited, information regarding the method used in determining valuation should be retained at the unit for subsequent audit.

Information relating to valuation of contributed material, whether obtained from independent parties or internally produced, is generated for internal university use only. University representatives are specifically prohibited from conveying such information to donors. Administrators working with potential donors should clearly convey the university's position that valuation for tax deduction purposes by donors is a private matter between the donor and taxing authorities. The university may utilize copies of independently prepared appraisals obtained by donors, if made available by donors, as a basis for internal valuation. Correspondence external to the university (excluding insurance related matters) and press releases issued should not cite specific valuation amounts in conjunction with specific donors.