



**TO BE COMPLETED BY DONOR**

Date: \_\_\_\_\_

To: Associated Students, Incorporated  
California State University, Long Beach  
1212 Bellflower Blvd., USU-313  
Long Beach, CA 90815-4199

I wish to make a contribution of the following items, all of which I currently own:

Quantity	Brand/Make	Model/Size	Description	Value*

\*Not required if gift is accompanied by receipts, invoices, or value is readily established (i.e. gift cards).

With this document, I am transferring ownership from me to Associated Students, CSULB. I understand I am responsible for determining the value of the above items.

The contribution should be designated to \_\_\_\_\_  
(Organization/Department/Unit or Purpose)

\_\_\_\_\_  
Donor Signature

**Donor Information:**

Business Name:		
Contact Name:	Phone:	Email:
Street Address:		
City:	State:	Zip:

**TO BE COMPLETED BY STUDENT ORGANIZATION**

Location (room and building) of Gift:	Date Gift Received:
Intended Use:	
Property Number Needed? (Property numbers are required for donations of sensitive items, such as laptops and cameras, or those valued at \$5,000 or greater.): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Anticipated Monthly/Yearly Maintenance Costs: \$	
Anticipated Disposal Costs: \$	
*Maintenance and disposal costs and license fees are the responsibility of the department/program accepting the gift. Gifts with these costs will require approval of the Department Manager.	

**Note: Attach photocopies of any written correspondence concerning this gift. Please make a photocopy for your files.**

PREPARED BY: \_\_\_\_\_  
Department/Organization Representative \_\_\_\_\_  
Date

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**TO BE COMPLETED BY ASI DEVELOPMENT OFFICE**

Recommendation of Acceptance of this gift is not in conflict with the following provisions of Executive Order 676, California Administrative Code or the IRS Disposition Requirement:

- (a) The property is not subject to trust, condition reservation, or restriction of any kind.
- (b) The property will not require more than 100 square feet of floor space for housing or the construction of specialized facilities.
- (c) The property will not require amounts of state funds for operation, repair, or maintenance that are unreasonable in relation to the item received.
- (d) For items valued at greater than \$500, the recipient ("donee organization") ensures acceptance and adherence to the "3 Year Rule" governing disposition of the property.  
*("Donee organizations must file Form 8282 if they sell, exchange, consume, or otherwise dispose of charitable deduction property within 3 years after the date the original donee received the property.")*

*\*If the gift conflicts with any of these provisions, University Relations and Development should be contacted for further guidance and approval*

**Acceptance of this gift by Associated Students, Incorporated is beneficial and is recommended:**

\_\_\_\_\_  
ASI Development Associate's Signature \_\_\_\_\_  
Date

APPROVED: \_\_\_\_\_  
Director, ASI Administrative Services \_\_\_\_\_  
*(Only required if the donations are: (1) sensitive items (laptops and cameras) or (2) valued at \$5,000 or greater)* Date

Property Number Assigned: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Executive Director \_\_\_\_\_  
Date