

Division of Agriculture
PMGS-97-3
Issued July 1, 1997

PROCEDURES FOR NON-CASH GIFTS TO THE DIVISION OF AGRICULTURE UNIVERSITY OF ARKANSAS (non-ADC)

The Division of Agriculture, University of Arkansas System, often receives non-monetary gifts. This type of gift may include, but is not limited to, laboratory equipment, agricultural equipment, supplies and livestock. All such gifts require acknowledgment and a letter of appreciation from the Vice President for Agriculture. In addition, gifts of capital equipment and livestock must be added to the appropriate inventory of the receiving unit within the Arkansas Agricultural Experiment Station (AAES) or the Cooperative Extension Service (CES) inventory. The following procedures will acknowledge receipt of gifts to the Division of Agriculture and ensure they are added, if appropriate, to the unit's inventory.

GIFT VALUATION

Non-monetary gifts will be entered into the inventory of the appropriate budgetary unit at the current market value for the item. For new equipment, valuation may be demonstrated by the donor's invoice for the item, independent appraisal or catalog information. Current market value for used equipment may be demonstrated by independent appraisal or used equipment catalog information. All unique or one-of-a-kind items must have the valuation established by independent appraisal.

RESPONSIBILITY OF THE UNIT

Upon receipt of the non-monetary gift, a Division of Agriculture GIFT FORM will be completed by the Unit Head or appropriate CES administrator and submitted to the office of the appropriate Associate Vice President for Agriculture. If the donation is livestock, the unit is responsible for adding the donated animals to the inventory. For registered or numbered livestock, the registration number is used as the inventory number. For non-registered, non-numbered livestock, the ear tag number will serve as the inventory number. Gifts of poultry will be valued at the current market value for the total number of birds donated. The GIFT FORM should indicate the number of birds donated, their age and the total estimated market value.

RESPONSIBILITY OF THE OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR AGRICULTURE

The appropriate Associate Vice President for Agriculture or designee will review the GIFT FORM for compliance with applicable gift criteria. If acceptable the document will be signed and forwarded to the Office of the Vice President for Agriculture. A copy will be maintained in the Office of the Associate Vice President for Agriculture for follow-up and reporting purposes.

RESPONSIBILITY OF THE OFFICE OF THE VICE PRESIDENT FOR AGRICULTURE

On receipt of the GIFT FORM, a letter of acknowledgment will be sent to the donor by the Vice President for Agriculture. A copy of the signed GIFT FORM and the acknowledgment letter will be sent to the University of Arkansas Development Office. A second copy of the GIFT FORM will be sent to the appropriate Property Accounting Officer.

If the gift is an automobile or other road vehicle that is to be added to the unit's inventory, the above process will be required. Additions to the AAES or CES fleet will be dependent upon available slots and receipt of appropriate state approvals. However, if the donated automobile or other road vehicle is to become the property of the Agricultural Development Council, this form should not be used. Please review the ADC guidelines for automobile donations to the ADC.

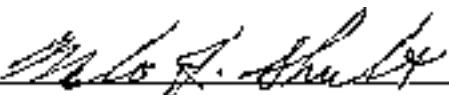
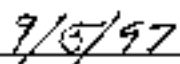
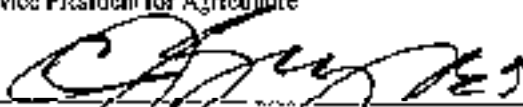
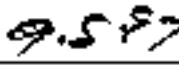
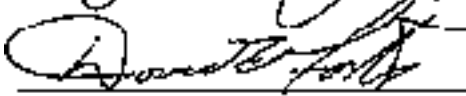
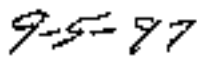
RESPONSIBILITY OF THE UNIVERSITY OF ARKANSAS DEVELOPMENT OFFICE

The University of Arkansas Development Office will gather and include in their reporting activities the non-monetary gift information from the GIFT FORM.

RESPONSIBILITY OF THE UNIVERSITY OF ARKANSAS OFFICE OF FINANCIAL AFFAIRS, PROPERTY ACCOUNTING OFFICE

The University of Arkansas Office of Financial Affairs, Property Accounting Office will enter the information on gifted capital equipment into the AAES into the unit's inventory records. The CES business office will enter information on gifted capital equipment into the CES inventory records.

Approval

 _____ Mito J. Shult Vice President for Agriculture	 _____ Date
 _____ Charles F. Scifres Dean and Associate Vice President for Agriculture	 _____ Date
 _____ David Foster Associate Vice President for Agriculture	 _____ Date

University of Arkansas, Division of Agriculture
 Noncash Gift Notification Form

Donor Information	
Name (Person/Organization):	_____
Contact (for organization):	_____
Address:	_____ _____
Telephone:	_____ FAX: _____
E-mail:	_____

Description of Noncash Gift (include year, make, model, if applicable; serial number; etc.):

<u>Item(s) and Description</u>	<u>Date Received</u>	<u>Estimated Value</u>
		\$ _____
		\$ _____
		\$ _____
		\$ _____
Grand Total		\$ _____

Select Appropriate Unit -	
..... AES VPAG
..... CES ADC

ADC Account #: _____

Faculty/Researcher: _____ Date: _____

Department: _____ Date: _____

Vice President for Agriculture: _____ Date: _____

Mail form to the following address:
 Vice President for Agriculture
 1120 West Maple Street, Suite E 202
 Post Office Box 2219
 Fayetteville, Arkansas 72701-1201