

Policy On Private Donations

Effective January 1, 1994, the following policy applies to all private donations received by the Foundation.

Since May 1, 1979, the Foundation has been required by the University to account for all cash gifts and to send an "official" receipt to the donor acknowledging the donation.

The Internal Revenue Service (IRS) has issued new reporting and disclosure requirements related to "quid pro quo" gifts, **effective January 1, 1994**, referred to in IRS Act Sec. 13173(a) and Code Sec. 6115. The IRS requires us to value the benefit or product provided to the donor in exchange for their donation to us. We are now required to say how much is deductible, when the donation exceeds \$75. Suppose a donor gives \$100 and gets a dinner valued at \$40. We must notify the donor that only \$60 is deductible. If the fair market value of all of the benefits received in connection with the donor payment is not more than 2% of the payment or \$50, whichever is less, then this IRS requirement does not apply.

All parties receiving donations are required to complete a "[Gift Reporting and Transmittal](#)" form, (See University Forms Section of this manual for a copy of this form), to be sent to the Development office with the checks. Full donor name and address information is required to process the donation receipt.

The Foundation will prepare receipts for all private donations and the Development Office will mail the original "official" receipt and a printed acknowledgment from the University President. The receipt shows the amount received and the amount that is tax deductible. A copy of the receipt will be mailed to the Development Officer. The Development Officer is also urged to write to the donor and express their appreciation for the gift to their area of the University.

In discussions with any donor, please ask that their checks be made payable to "California State University, Fresno Foundation" to ensure that the gift is tax deductible. The Foundation is a section 501(c)(3) non-profit corporation.

Any requests for further information should be referred to:

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