

## **University Advancement Policies taken from Policies and Procedures Manual 2/3/2004**

### **DONATED LIVESTOCK - Accepting Donated Livestock**

#### **SAM HOUSTON STATE UNIVERSITY**

1. All animals are to be viewed by the farm manager and at least one faculty member or department chair prior to acceptance of the animal.
2. To qualify as an in-kind gift, the animal must be something that would ordinarily be purchased as a normal part of the farm operations.
3. If the animal is in poor health or if proof of ownership cannot be provided, acceptance of the animal will be declined. The animal may be quarantined for a period of time to determine absence from communicable diseases/parasites.
4. If the animal is of acceptable type, breed, age, gender, and meets other standards of acceptance, the animal may be incorporated into the breeding stock of that species on the University Farm.
5. If the animal does not meet the standards acceptable for incorporation into the breeding stock, it may be marketed at the earliest opportunity, unless conditions made by the donor prohibit such. Conditions placed upon the Department and University by the donor with regard to the donated animals will be considered carefully when deciding whether to accept the animals. Proceeds from the sale of such stock may be placed in the Farm Income Account or the Agriculture Development Account, whichever is deemed appropriate by the Department Chair.
6. Ownership of the property reverts to the state, i.e. the university, upon transmittal of the animal. The office of University Advancement will be notified immediately regarding receipt of such animals and will serve as the correspondent in communications with the donor, maintain appropriate records, and will verify that requirements of the state have been met. Animals birthed by the donated animals shall belong to the university.
7. No value can be assessed by the university in regard to the animal. The official thank you letter and receipt will be sent from the office of University Advancement, and will define as closely as possible the animals that were donated. The letter will serve the donor in his income tax dealings. Other letters expressing thanks are to be mailed from the Department Chair and/or faculty in the program area making use of the animal(s).
8. If the gift has a value in excess of \$5000, an independent appraisal must be done prior to making the gift. The appraisal cannot be paid for by SHSU. The donor will make arrangement and pay for the appraisal. A specific IRS form must be completed and placed in the donor's file. The donor's tax advisor should provide the necessary guidance in this regard. Any gift in excess of \$10,000 must also be approved by the Board of Regents before being accepted.