

## Gift Acceptance Chart

Below is a chart describing the different kinds of gifts Princeton may accept and how these gifts are accepted and credited. These policies are guided by CASE (Council for Advancement and Support of Education), FASB (Financial Accounting Standards Board) and GAAP (Generally Accepted Accounting Principles) standards. Note that all gifts accepted, including gifts made through the use of cryptocurrencies, must have an identifiable donor. Legal credit is the amount of the gift that a donor can legally report for a tax deduction. Gift credit is the amount for donor recognition purposes.

Types of Assets Accepted as Gifts						
CASH & CASH EQUIVALENTS						
Type	Description	Stipulations	Required Documentation	Authorized Acceptors	Legal Credit	Gift Credit
Monetary	Checks, credit cards, wire transfers, payroll deductions and cash	None	Donor, departmental or University transmittal form	VP for Finance & Treasurer, VP for Advancement, or designees	Wire transfers valued on date received in a Princeton designated account(s); cash, checks and credit cards valued at full face value on date processed; foreign currency valued using daily conversion rate on date processed	Same as legal credit
Marketable Securities	Publicly traded securities, common stocks, mutual funds	University will sell upon receipt  Restricted stock subject to Rule 144 or 145 follows similar process as privately held assets; Preference for restrictions to be lifted prior to transfer to Princeton	Letter or other documentation signed by the donor or broker	VP for Finance & Treasurer, VP for Advancement, or designees	Valued at the avg of high and low price on the date received in a Princeton designated account(s); mutual fund shs valued at the Net Asset Value on date received as above; bonds valued at the average of the bid and ask price on date received as above.	Same as legal credit

**GIFTS OF NON-CASH ASSETS**

Type	Description	Stipulations	Required Documentation	Authorized Acceptors	Legal Credit	Gift Credit
Privately Held Interests, Partnership Interests & Non-Marketable Financial Assets	Privately held interests in the form of LLC, LLP, C-Corp; stocks that are not broadly or publicly traded; non-marketable securities; restricted securities not involving a public offering such as Rule 144 stock	Acceptance contingent on review by Gift Planning, Finance & Treasury, General Counsel and Princeton University Investment Company (PRINCO) as appropriate; assets will be sold when possible	Documentation dependent upon the type of asset being reviewed	VP for Finance & Treasurer, VP for Advancement, or designees	Donor is responsible for securing qualified appraisal and legal valuation; gifts under \$5,000 may be valued using qualified appraisal or the per-share purchase price of most recent transaction of the last 12 months	Over \$5,000 will be valued at Fair Market Value (FMV) as determined by qualified appraisal, and if not appraised the gift will be valued at \$1.00; under \$5,000 may be valued at FMV as determined by qualified appraisal or at the per-share purchase price of most recent transaction made in the past 12 months
Whole Life Insurance Policies	Whole life policies with cash surrender value	Princeton will not make premium payments; Princeton will promptly surrender policies for cash value. Acceptance of other types of policies is subject to review by the Offices of Advancement, Finance & Treasury, and General Counsel	Letter or other documentation signed by the donor	VP for Finance & Treasurer, VP for Advancement, or designees	Legal valuation is the responsibility of the donor and in most cases will require a qualified appraisal	Valued using the surrender amount paid as of the date of transfer of ownership to Princeton

**GIFTS OF NON-CASH ASSETS**

Type	Description	Stipulations	Required Documentation	Authorized Acceptors	Valuation	Gift Credit
Tangible Gifts of Art	Donated personal property that has tangible value to the University such as paintings, pottery and sculptures	Acceptance contingent upon Princeton University Art Museum agreement to accession into the University collection	Deed of gift signed by the donor and an authorized University official	Director of Art Museum, or designees	Legal valuation is the responsibility of the donor and in most cases will require a qualified appraisal	Valued at Fair Market Value as determined by a qualified appraisal paid for by the donor, otherwise valued at \$1.00; or value on IRS Form 706 or 8283
Tangible Gifts to the Library	Donated personal property that has tangible value to the University such as books, letters, manuscripts, and maps	Acceptance contingent upon Library agreement to accession into the University collection	Deed of gift or gift agreement signed by an authorized University official or a listing of items accepted by the Library is approved by an authorized University official	University Librarian, or designees	Legal valuation is the responsibility of the donor and in most cases will require a qualified appraisal	Valued at Fair Market Value as determined by a qualified appraisal paid for by the donor, otherwise valued at \$1.00; or value on IRS Form 706 or 8283

**GIFTS OF NON-CASH ASSETS**

Type	Description	Stipulations	Required Documentation	Authorized Acceptors	Valuation	Gift Credit
Other Tangible Personal Property (Non-Library or Art Museum)	Donated personal property that has tangible value to the University such as equipment, furnishings, software, and licensing	Acceptance contingent upon departmental agreement to acquire the asset for the University	Deed, letter or other documentation signed by the donor and an authorized University official to transfer ownership	VP for Finance & Treasurer, VP for Advancement, Dean for Research, Director of Corporate Engagement and Foundation Relations, or designees	Legal valuation is the responsibility of the donor and in most cases will require a qualified appraisal	Valued at Fair Market Value as determined by qualified appraisal paid for by the donor, otherwise valued at \$1.00; corporate gifts-in-kind of software or hardware valued at the educational discount purchase price; Other equipment valued in excess of \$25,000 will be valued at the projected purchase price to Princeton, less any discount

**GIFTS OF NON-CASH ASSETS**

Type	Description	Stipulations	Required Documentation	Authorized Acceptors	Valuation	Gift Credit
Real Estate	Donated real property that has tangible value to the University	Acceptance contingent on review by Gift Planning, Finance & Treasury, General Counsel and the Gifts of Real Estate Committee; assets will be sold when possible. Review to include an environmental and marketability assessment; appraisal fees borne by the donor	Appraisal, deed and other documentation as requested; gift agreement/gift documentation signed by an authorized University official after review by Offices of Real Estate Development, General Counsel, Advancement, and other University staff. General Counsel works with the donor to schedule a transfer of title	VP for Finance & Treasurer, VP for Advancement, or designees	Legal valuation is the responsibility of the donor and in most cases will require a qualified appraisal	Gift credit at Fair Market Value on date of transfer as determined by qualified appraisal; losses and gains not reflected; actual sale proceeds will determine recognition and/or appropriate allocation
Cryptocurrency	Digital asset designed to work as a medium of exchange and is treated as property by the IRS	Acceptance contingent on review by VP for Advancement and VP for Finance & Treasurer. Generally, gifts of cryptocurrency must be a minimum of \$500,000. Minimum gift amount will be determined on a case by case basis based on economic factors such as market conditions and cost to liquidate	“Disclosure Statement for Gifts of Cryptocurrency to Princeton University”; Gift agreement/gift documentation signed by an authorized University official after review by VP for Finance & Treasurer and VP for Advancement	VP for Finance & Treasurer and VP for Advancement	Legal valuation is the responsibility of the donor and in most cases will require a qualified appraisal	Gift credit based on actual sale proceeds and will determine naming opportunity and/or appropriate allocation

**BEQUESTS**

Type	Description	Stipulations	Required Documentation	Authorized Acceptors	Valuation	Gift Credit
Realized Bequests	Testamentary gifts from a decedent's estate, testamentary trust, retirement plan, life insurance policy, or assets transferred by beneficiary designation at death	Processed by the Office of Gift Planning, Advancement. Acceptance contingent upon review of assets and terms by the Offices of Gift Planning, the General Counsel, Finance & Treasury and the Provost	Receipt and Release Form is signed by an authorized University official, typically the VP for Finance & Treasurer, after review by the Offices of Gift Planning, the General Counsel, & Finance and Treasury	Typically the VP for Finance & Treasurer, after review by the Offices of Gift Planning, the General Counsel, & Finance and Treasury, for all realized bequests; the directors of the Art Museum and Library determine acceptance of gifts of tangible property into the permanent collections	Real and personal property assets are valued per qualified appraisal or value on IRS Form 706 or 8283	Gift credit for realized bequests is given when assets are received. Credit is determined by Alumni & Donor Records based on information from the Office of Gift Planning and Finance & Treasury
Documented Bequest Intentions	Testamentary gifts or a testamentary trust, retirement plan beneficiary designation or life insurance policy beneficiary designation	Acceptance contingent on gift terms and asset type, and follow similar review process as that for gifts made during life	Letter of promise required if bequest is for term support or allocation to existing endowments or programs; both a gift agreement and letter of promise required for endowments; relevant pages from will or other estate documents, including signatures and dates	VP for Advancement, or designees	Real and personal property assets are valued per qualified appraisal or value on IRS Form 706 or 8283	Donor/s must be 75 years of age or older by the presumed end of the Venture Forward campaign (6/30/2025) in order to have their gift recognized during the campaign. Otherwise, gift credit is provided upon receipt of assets, i.e., settlement of estate.

**LIFE INCOME (SPLIT-INTEREST) GIFTS**

Type	Description	Stipulations	Required Documentation	Authorized Acceptors <sup>1</sup>	Valuation	Gift Credit
Charitable Remainder Trusts (CRTs)	Gift to an irrevocable trust that provides income payments to beneficiaries for one or more lives or a term of years; upon termination, the remaining value goes to charity; annuity trusts provide fixed payment; unitrusts provide variable payments based on payout rate specified in trust agreement that is valued annually	For Princeton to serve as trustee, the minimum gift is \$100,000, the minimum remainder interest must be 25%, and no more than 49% of the remainder interest may be allocated to other charities. Charitable remainder may be allocated, preferably to existing programs.	Fully-executed trust agreement. A gift agreement and/or letter of promise is required if the charitable remainder is allocated to a restricted purpose.	VP for Advancement or designees (gift agreement), VP for Finance & Treasurer (trust agreement)	For the donor's tax reporting purposes, valued at the IRS deduction value as determined by actuarial calculations	Gift credit is twice the IRS deduction value up to the face amount of the gift. Externally managed CRTs are eligible for gift credit at twice the IRS deduction value based upon value of most recent statement if the interest is irrevocably designated to Princeton.
External Trusts	Trusts which Princeton does not serve as trustee but in which Princeton is legally entitled to a beneficial interest (such as income interest or remainder interest); may also include perpetual charitable trusts that are classified for IRS purposes as a private foundation	None so long as terms and asset types are acceptable	No special documentation required to accept payments. To capitalize the full value of the gift, a copy of trust instrument stating that Princeton's interest is irrevocable, the most recent financial statement, and ages of life income beneficiaries are required.	VP for Finance & Treasurer, VP for Advancement, or designees	Externally managed trusts will be valued when details of gift are disclosed to Princeton; generally, income is valued as received for lead trusts and perpetual charitable trusts	Externally managed CRTs are eligible for gift credit at twice the IRS deduction value based upon value of most recent statement if the interest is irrevocably designated to Princeton

**LIFE INCOME (SPLIT-INTEREST) GIFTS**

Type	Description	Stipulations	Required Documentation	Authorized Acceptors <sup>1</sup>	Valuation	Gift Credit
Charitable Lead Trusts (for externally managed CLTs, see “External Trusts”)	Gift to an irrevocable trust that provides at least 51% of annual income payments (based on a fixed amount or % of trust assets) be made to Princeton for a term of years or for the life of one or more individuals; remainder is distributed to the donor’s non-charitable beneficiary/ies	For Princeton to serve as trustee, the minimum gift is \$250,000 and not more than 49% of the annual income payments may be made to other charities. Princeton may be named as a beneficiary of an externally trustee CLT.	Trust agreement or contract signed by an authorized University official and gift agreement and/or promise letter if restrictions on the use of the funds	VP for Advancement, or designees (gift agreement), VP for Finance & Treasurer (trust agreement)	Varies with gift structure	First five years of payments are credited at face value; remaining payments are discounted using the IRS AFR rate  AG credit only for payments not previously credited
Charitable Gift Annuities	Contract between a donor and Princeton, which Princeton agrees, in exchange for a gift of cash or securities, to make fixed payments to one or two beneficiaries for life. Upon death of the sole or surviving beneficiary, the residuum or net remaining portion goes to the University.	Minimum gift is \$25,000 with a 25% minimum remainder interest; a beneficiary must be at least age 55 at contract and age 65 at start of payments. Rates follow the ACGA (based on beneficiary age). May be allocated with a preference for existing programs.	Contract signed by an authorized University official and gift agreement and/or promise letter if restrictions on the use of the funds	VP for Advancement, or designees (gift agreement), VP for Finance & Treasurer (gift annuity agreement)	Valued at IRS deduction value for the donor’s tax reporting purposes as determined by actuarial calculations	Gift credit at twice the IRS deduction value up to the face amount of the gift



LIFE INCOME (SPLIT-INTEREST) GIFTS						
Type	Description	Stipulations	Required Documentation	Authorized Acceptors <sup>1</sup>	Valuation	Gift Credit
Pooled Income Fund	Gift combined with other gifts in a common investment pool that provides income payments to donor	Tiger Fund is open to new gifts (\$25,000 min. & 25% remainder interest); all three funds (Tiger, Income, & Balanced) accept additional gifts (no min.). May be allocated with a preference for existing programs.	Pooled income fund agreement; gift agreement and/or promise letter if restrictions on the use of the funds	VP for Advancement, or designees (gift agreement), VP for Finance & Treasurer (pooled income fund agreement)	Valued at IRS deduction value for the donor's tax reporting purposes as determined by actuarial calculations	Gift credit at twice the IRS deduction value up to the face amount of the gift

PLEDGES, MATCHING GIFTS, CHALLENGE GRANTS & OTHER						
Type	Description	Stipulations	Required Documentation	Authorized Acceptors	Valuation	Gift Credit
Pledges	A pledge is a promise to make or complete a gift	Payment schedules should not exceed 5 years without approval from the VP for Advancement	Gift agreement and/or letter of promise signed by the donor and an authorized University official	VP for Advancement, or designees; Assistant VP, Annual Giving	Pledges are valued at face value in the year in which the pledge is received	
Binding Pledges	A pledge is enforceable if it is a legally binding contract. Legally binding contracts occur when the University is taking on financial or other obligations in reliance on the anticipated gift	For recording and reporting purposes, pledge payments may be made only by the legal entity making the pledge and not by using donor advised funds or matching gifts	A gift agreement, for endowed funds, accompanied by a legally binding promise letter, signed by both the donor and an authorized University official	VP for Advancement, or designees; Assistant VP, Annual Giving	Pledges are valued at face value in the year in which the pledge is received	

**PLEDGES, MATCHING GIFTS, CHALLENGE GRANTS & OTHER**

Type	Description	Stipulations	Required Documentation	Authorized Acceptors	Valuation	Gift Credit
Conditional Pledges	A conditional pledge is a promise to make or complete a gift when certain specified conditions are met	Customized contingency language is added to the pledge letter	Gift agreement and/or letter of promise signed by the donor and an authorized University official	VP for Advancement, or designees	Pledges are valued at face value in the year in which the pledge is received	
Matching Gift	A matching gift is a gift that supplements and is contingent upon an underlying gift being made by a donor. Often an employer will have a matching gift program for employees.	For recording and reporting purposes, may not be used to satisfy legally binding pledges; unless otherwise specified by the donor, the restrictions on matching gifts correspond to the restrictions stipulated by the original gift	Document from matching gift company including corresponding donor name	Assistant VP, Annual Giving; Director of Alumni and Donor Records (Alumni and Donor Records is authorized to complete the matching gift forms or to sign on-line certifications in order to facilitate receipt of the funds)	Full face value on date processed	Corresponding donor receives soft credit
Annual Giving Challenge Funds	Mini-campaign to inspire contributions toward a class goal	Annual Giving staff member will work closely with the donor to establish the parameters of the challenge including: initial contribution, duration, and total personal commitment	Letter of promise or other documentation signed by the donor that acknowledges that funds are put into capital holding account and not into Annual Giving totals until the challenge ends	Assistant VP, Annual Giving	Full face value on date processed	

**PLEDGES, MATCHING GIFTS, CHALLENGE GRANTS & OTHER**

Type	Description	Stipulations	Required Documentation	Authorized Acceptors	Valuation	Gift Credit
Institutional Grant	Contribution received resulting from a grant proposal that typically comes from a corporation, foundation or other organization rather than an individual or family foundation		Letter of instruction or agreement is signed by both the donor and an authorized University official	Dean for Research, Director of Corporate Engagement and Foundation Relations	Valuation is commensurate with the type of gift payment	

**ADDITIONAL POLICIES RELATED TO GIFT PURPOSE**

Purpose of Gift	Required Documentation	Authorized University Official[1]
Endowment Gift to create a new endowment fund (fund must be \$100,000 or more; or \$50,000 for unrestricted scholarship and certain student groups).	Gift agreement or other written document (if approved by OGC) and letter of promise; both documents signed by both the donor and an authorized University official	VP for Advancement, or designees
Additions to an existing endowment fund; no minimum amount required.	Letter of promise or other written instructions from the donor	VP for Advancement, or designees
Restricted Term Gift equal to or greater than \$50,000, including gifts to new or existing funds.	Letter of promise or other documentation is signed by both the donor and an authorized University official	VP for Advancement, or designees

**ADDITIONAL POLICIES RELATED TO GIFT PURPOSE**

Purpose of Gift	Required Documentation	Authorized University Official[1]
Restricted Term Gift less than \$50,000 including gifts to new or existing funds.	Letter of promise from the donor or equivalent instruction	VP for Advancement, or designees
Gifts to Annual Giving (unrestricted)	There is an assumption that if the gift comes through usual channels (website, Tiger Caller) it is unrestricted unless otherwise noted	VP for Advancement, Assistant VP, Annual Giving, or designees
Gifts to Friends Groups (Athletic and Non-Athletic)	The University agrees to use the funds as stipulated in the solicitation information; approval of the fundraising solicitation information by an authorized University official indicates that the University agrees to the gift term	VP for Advancement, or designees
Construction Projects	Letter of promise or other documentation is signed by both the donor and an authorized University official; in the case of a pledge, the University may require a legally binding agreement	VP for Advancement, or designees
Unallocated Gifts	Letter of promise from the donor stipulating the right to designate the purpose of the gifts within a specified time frame and countersigned by an authorized University official; unallocated funds are reviewed quarterly with the intent of defining allocation	VP for Advancement, or designees

1. As delegated by the Board of Trustees: the Provost, the VP for Finance & Treasurer, the VP for Advancement (or their designees) and the AVP for Fundraising Initiatives; those individuals listed here indicate the authorized University official(s) who most often accept the gift indicated in the specific category.