



## GIFT-IN-KIND ACCEPTANCE FORM

Date:

Donor Name (Individual or Company):

Contact Name and Title (if Company):

Street Address:

City:

State:

Zip:

Phone number:

Date gift received:

Department/Program receiving gift:

Department/Program contact:

ext.:

Purpose of gift:

Director's signature

Description of gift (please be as detailed as possible - brand, model, serial number, VIN number, etc.):

*If this gift has hazardous material implications then it must have an accompanying MSDS sheet and/or a waste inspection determination. Please see the Kirk Peterson, Facilities Director, before accepting this material.*

If donation is a motor vehicle, donor's SSN or Tax ID# (required)

\*Gifts of automobiles/vehicles shall include titles.

Value of gift

Was value determined by donor or by authorized appraiser?

**Under IRS regulations, the valuation of any gift-in-kind is the responsibility of the donor and/or authorized appraiser.**

The college and its employees are not authorized to give a value on any property to a donor for tax purposes. College employees may give a value to the grants and development office for gift records only.

All gifts of equipment and materials donated to the college become college property. Disposition of these gifts must conform to college guidelines and procedures.

\*This form is not confirmation that this gift is deductible as a charitable gift by the donor at the above value. Donors are advised to consult with their tax advisors on issues related to income tax deductions. College departments should consult with the Foundation regarding the completion of any required forms.