

Date _____

DONOR INFORMATION

Name _____ Donor ID # (if available) _____

Address _____ City _____ State _____ Zip Code _____

GIFT DESCRIPTION

Provide Donor intended use, Equipment brand, Model #, Serial # and Condition of property. Attach Documentation

GIFT VALUATION

Donor's Valuation of Gift: _____

BASIS FOR VALUATION OF GIFT

Sales Quotation or Invoice Market Price Outside Appraisal Other (please describe) _____

NOTES TO DONOR(S):

KSU Foundation gratefully acknowledges your in-kind contribution. The following information is being provided for your convenience and does not constitute legal advice on behalf of the KSU Foundation or its employees.

You are strongly encouraged to consult with your tax advisor:

* To claim a tax deduction for in-kind gifts valued between \$500 and \$5,000, the donor must complete Part I of IRS Form 8283 and attach it to their tax return

* For gifts that exceed \$5,000, the donor must:

** Complete ALL parts of IRS Form 8283 and submit the complete form to KSU Foundation for a signature.

** Submit a certified appraisal dated no more than 60 days from the date of the donation. The appraisal must be prepared, signed and dated by a qualified, third-party appraiser.

The value of any item, regardless of the amount, is used for internal gift reporting only--the KSU Foundation does not include the estimated value on a donor receipt or acknowledgement. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes.

My signature below verifies that I donated the property listed above to the Kansas State University Foundation. In doing so, I hereby relinquish all claims to ownership of said property.

Donor's Signature _____ Date of Gift: _____

UNIVERSITY OFFICE

Fund # _____ Fund Name _____

Person completing form _____ Department: _____ Campus Phone _____

Location of property recvd _____ Exempt use of property _____

Signature-Department Head _____ Date _____ Signature-Dean _____ Date _____

Print Name-Department Head _____ Print Name-Dean _____

KSU Foundation Use Only

Donor # _____ Gift Date _____ Fund # _____ Campaign Code _____

Account # _____ 4004/3105 Artwork (A)	_____ 4007/3108 Furnishings (G)	_____ 4001/3113 Rental Service (M)
_____ 4012/3109 Books & Pub (B)	_____ 4002/3112 Auto, Boat, Plane (J)	_____ 4201/3109 Construction (N)
_____ 4005/3106 Computer (D)	_____ 4009/3110 Prof Services (K)	_____ 4025/3109 Other (O)
_____ 4006/3107 Equipment (E)	_____ 4003/3111 Livestock (L)	

Approved by _____ Date approved _____