

Gift-in-Kind Contribution Form



Prepared by:				
Department:	Contact Name:	Contact Phone:	Contact Email:	Date:

A gift-in-kind is a non-cash gift of physical property. Examples of in-kind gifts include: supplies, equipment, artwork, and furniture.

Per IRS regulations, any item valued over \$500 requires the donor to complete and sign IRS Form 8283; any item valued over \$5,000 requires that Form 8283 be completed and signed by the donor and the charity and that a written appraisal to be provided by the donor. The VP of Development and Executive Director will sign Form 8283 on behalf of the university and the SOU Foundation. More information is available at www.irs.gov (publications 526 and 561).

Please note: Southern Oregon University and the SOU Foundation are prohibited by IRS regulations from establishing monetary values for in-kind gifts of real or personal property. Donations are tax deductible in keeping with IRS regulations.

This is a gift to the SOU Foundation	This is a gift to SOU <i>Gift Index: _____</i>
<i>If a gift-in-kind is donated and expected to be sold within 3 years with the proceeds benefiting the intent of the donor, it is a gift to the SOU Foundation. Upon gift acceptance, the SOU Foundation will send a gift receipt.</i>	<i>If a gift-in-kind is expected to be used by SOU (such as lab equipment or musical instrument), it is a gift to SOU. Upon gift acceptance, the SOU Foundation will send a gift receipt on behalf of the university. If gift value is over \$5,000, documentation will be forwarded to Business Services for inventory and insurance purposes.</i>
<i>Return completed forms to the Development Office/ SOU Foundation</i>	<i>Return completed forms to the Development Office/ SOU Foundation</i>

Donor Information:			
Donor (if organization, use org name):			
Address:	City:	State:	Zip:
Phone:	Email:		
Contact (if org donor):		Contact title:	
Contact Phone:	Contact Email:	Anonymous Gift?	

Gift Information:
Describe donation, including name of item, number of items, model and/or serial numbers:
Fair Market Value \$:
Date Gift Received:
Fair market value was determined based on a qualified source or knowledgeable dealer (attach any research conducted)
Fair market value was determined by a qualified appraisal (attach documentation)

Property Received:	
Division Director Name:	Division Director Signature:
Department:	Date:

For SOU Foundation Use Only	
Foundation Executive Director:	Executive Director Signature:
Date:	