



Gift-In-Kind / Non-Cash Gift Donation Form

Please complete each section of the form and submit to the Foundation with signatures and pertinent documentation. Use a separate form for each in-kind donation even if from same donor.

DONOR INFORMATION (as it should appear on receipt and in print)

Organization/company			An individual		
Organization Name	_____		Name	_____	
Contact Person/Title	_____		Address	_____	
Address	_____		City/State/ZIP	_____	
City/State/ZIP	_____		Email	_____	
Email	_____		Phone(s)	home	cell
Phone(s)	business	cell	_____	_____	_____

DONATION DESCRIPTION AND VALUE

*Estimated Fair Market Value to be determined by donor and verified by actual donor signature

Donation Description _____

Estimated Fair Market Value of In-Kind Gift* \$ _____ **Note:** Per IRS, contributions of services and partial interest are not deductible as charitable contributions for donors.

Value is over \$500.00 and IRS Form 8283 is attached (IRS requirement)

Value is over \$5,000.00 and IRS Form 8283 and written appraisal are attached (IRS requirement)

Donor Signature* _____ Date _____

Details for Intended Use _____

RECOMMENDATION AND ACCEPTANCE

Dean, Director or Business Manager approval required for in-kind gifts and alternative valuation requests

This recommendation verifies: the valuation of the property or provides an alternative valuation**, the property has no impeding restrictions as to use placed by donor, meets a need of the University or is of value to the University, and will be used to further the mission of the University.

Name _____ Title/College _____

Signature _____ Date _____

Email _____ Phone _____

Alternative Valuation of Gift** \$ _____ Reason for alternate value _____

Description of Benefit to The University of Toledo _____

FUND DESIGNATION / FORM PREPARER CONTACT INFORMATION

Fund Name _____ Fund Number _____

Form completed by _____ Date _____

Title/Department _____

Phone _____ Email _____

FOUNDATION APPROVAL

Either COO/CFO or President approval required for value <\$5,000; COO/CFO and President approval required for value > \$5,000

UTF COO/CFO _____ Date _____

UTF President _____ Date _____

Forward form and any accompanying documentation to:

Gift Processing • The University of Toledo Foundation • 4510 Dorr Street, MS 820 • Toledo, OH 43615

4/30/2021