

## GIFT IN KIND DOCUMENTATION FORM

### **DONOR CONTACT INFORMATION:**

DONOR'S NAME/COMPANY NAME \_\_\_\_\_

CONTACT NAME (COMPANIES/ORGANIZATIONS ONLY) \_\_\_\_\_

TAX ID NUMBER (COMPANIES/ORGANIZATIONS ONLY) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

### **LETTER FROM DONOR:**

Please accept the following gift-in-kind\*, \_\_\_\_\_, as a  
(Gift Description)  
donation to \_\_\_\_\_.  
(College/Department/Program/Special Event – please describe)

The estimated value of this gift-in-kind\*\* is \_\_\_\_\_. Should you have any  
(In U.S. Dollars)  
questions regarding this donation, please contact me at the number(s) listed above.

Sincerely,

\_\_\_\_\_  
*Sign Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Company*

\_\_\_\_\_  
*Date*

**UNR Representative name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\*If gift certificates are given and they represent service or partial interest, a donation value will not be recorded (i.e. meal at a restaurant) but recognition will be given. If the gift certificates represent a cash redemption value then a donation value representing the face value is recorded and recognition is also given.

\*\* If over \$5,000, attach backup materials verifying value i.e. invoice, appraisal, etc. NOTE: The Internal Revenue Service requires that all gifts over \$5,000 be claimed on Form 8283 for tax purposes. A qualified appraiser, not affiliated with the University, must value the gift at the donor's expense.

The UNR Foundation is a 501(c)(3) charitable organization. Please consult with your tax attorney or financial advisor to determine if your gift is tax-deductible.

Please return to: UNR Foundation, Mail Stop 0162, Reno, Nevada 89557-0162

Print Form