

In-Kind Donation Tracking Form Instructions

In-kind donations are gifts of tangible items (e.g. equipment, art supplies, books, software, etc.). To report in-kind donations given to your department to the Institutional Advancement Office, please complete an In-Kind Donation Tracking Form according to the instructions listed below. Any questions regarding the completion of the form may be directed to Brittany Molloy, Alumni Relations and Individual Giving Coordinator.

Please note that this form is NOT to be used for cash gifts. Cash and checks should be delivered to the Institutional Advancement Office and given to either Brittany Molloy or Danielle Hamm, Individual Giving Project Manager, to assure timely recording and acknowledgment.

Form Completion Instructions

1. Name of the donor, individual or corporation, as it should appear in donor publications. If the donor is a corporation or organization, please provide the name and job title of a contact person to receive acknowledgment of the gift.
2. Mailing address for acknowledgement.
3. Phone number and email, if known, in the event that there are questions regarding the donation.
4. Description of the gift in as much detail as possible. Please include all quantities.
5. Value of the gift as determined by the donor. For gifts valued at \$500+, please attach an IRS Form 8283 and a copy of the valuation source, such as a donor statement of value, appraisal, or receipt/invoice.
6. Name, title, and department of the faculty/staff member receiving the gift.
7. Signature of the faculty/staff member receiving the gift and the date on which it was received.
8. If you have written an acknowledgement letter to the donor, please attach a copy to the form. When writing to the donor, DO NOT refer to the value of the gift. The gift will be acknowledged by the Institutional Advancement Office.
9. If the donor wishes to remain anonymous, please indicate that preference on the form to ensure that he or she will not be included in any publicity or donor publications.

Please forward completed form with all supporting documents to Brittany Molloy in the Institutional Advancement Office, 11th Floor, Tower.