

**Deed of Gift  
To the University of Virginia  
Gift In-Kind Guidelines**

Thank you for donating the expenses you incurred during an event on behalf of the University of Virginia.

Please complete the Deed of Gift form with the following information:

1.      Name & Address:  
         This is the full legal name of the individual or company that incurred the expenses. Please include the current mailing address for person/company named.
2.      Event, Date of Event
3.      Detail of Expenses:  
         Provide a brief description of the expenses you incurred.
4.      Name of UVA Club holding the event
5.      Date:  
         This is the actual "gift date" recorded for the donor receipt.
6.      Your estimate of value:  
         You as the donor determine the value of your gift based on the expenses. Please provide "proof of purchase" receipts showing the exact amount.
7.      Your signature

**Include a copy of the original receipts and proof of payment for the expenses incurred.**

Once the form is complete, please submit the document and all supporting receipts to Sarah Morgan:

Scan and email : [sarahmorgan@virginia.edu](mailto:sarahmorgan@virginia.edu)

OR

Copy and mail:      Sarah Morgan  
                         University of Virginia  
                         University Advancement  
                         PO Box 400807  
                         Charlottesville, VA 22904

Your documentation will be completed and submitted to Gift Processing. You will receive confirmation of your donation.

# Deed of Gift To The University of Virginia

\_\_\_\_\_ Of \_\_\_\_\_  
(Name) Address

hereby offers to give, transfer, and deliver all of my right, title and interest in and to:

(Expenses incurred: Give detail and attach receipts and payment documentation as to who incurred the expenses)

Event \_\_\_\_\_ Date of event \_\_\_\_\_

Detail of Expenses:

To the Rector and Visitors of the University of Virginia, a body corporate, of Charlottesville, Virginia, for the use of the UVA Club of: \_\_\_\_\_.

In witness whereof, I have signed this Deed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Donor Estimate of Value: \$ \_\_\_\_\_

Authorized Donor Signature

-----  
This gift has been received this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. This gift is recommended for acceptance and will be used to further the mission of the University.

\_\_\_\_\_  
Authorized University Signature

This gift is accepted on behalf of the Rector and Visitors of the University of Virginia by Gift Processing Services at the University of Virginia Alumni Association.

\_\_\_\_\_  
Director of Gift Processing Services

Gifts valued >=\$1,000,000

Or with special conditions.

\_\_\_\_\_  
Assistant Vice President for Finance