

The following PDF form should be used for providing information to document a Gift-In-Kind donation

This PDF form is a FILL-IN form that can be used either with Adobe Reader or with Adobe Professional.

If you open the PDF form with Adobe Reader, you will be able to save the blank form for future use, fill-in requested data, print the form, and save the form with filled in data.

You can save the commonly used data (i.e. fund #, fund name, contact information) as a template in order to streamline the preparation of transmittal forms.

If you have access to Adobe Professional, you can customize the form for your college with a drop-down box listing the most used Fund numbers and Fund names. If you need help with this, please contact Christy Scott via e-mail at christys@found.ksu.edu.

FEATURES OF THE FORM:

- 1). Fill-in boxes will automatically change the 'font' size to fit the information that you type into the space available.

Date _____

DONOR INFORMATION

Name _____ Donor ID # (if available) _____

Address _____ City _____ State _____ Zip Code _____

GIFT DESCRIPTION

Provide Donor intended use, Equipment brand, Model #, Serial # and Condition of property. Attach Documentation

GIFT VALUATION

Donor's Valuation of Gift: _____

BASIS FOR VALUATION OF GIFT

Sales Quotation or Invoice Market Price Outside Appraisal Other (please describe) _____

NOTES TO DONOR(S):

KSU Foundation gratefully acknowledges your in-kind contribution. The following information is being provided for your convenience and does not constitute legal advice on behalf of the KSU Foundation or its employees.

You are strongly encouraged to consult with your tax advisor:

* To claim a tax deduction for in-kind gifts valued between \$500 and \$5,000, the donor must complete Part I of IRS Form 8283 and attach it to their tax return

* For gifts that exceed \$5,000, the donor must:

** Complete ALL parts of IRS Form 8283 and submit the complete form to KSU Foundation for a signature.

** Submit a certified appraisal dated no more than 60 days from the date of the donation. The appraisal must be prepared, signed and dated by a qualified, third-party appraiser.

The value of any item, regardless of the amount, is used for internal gift reporting only--the KSU Foundation does not include the estimated value on a donor receipt or acknowledgement. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes.

My signature below verifies that I donated the property listed above to the Kansas State University Foundation. In doing so, I hereby relinquish all claims to ownership of said property.

Donor's Signature _____ Date of Gift: _____

UNIVERSITY OFFICE

Fund # _____ Fund Name _____

Person completing form _____ Department: _____ Campus Phone _____

Location of property recvd _____ Exempt use of property _____

Signature-Department Head _____ Date _____ Signature-Dean _____ Date _____

Print Name-Department Head _____ Print Name-Dean _____

KSU Foundation Use Only

Donor # _____ Gift Date _____ Fund # _____ Campaign Code _____

Account # _____ 4004/3105 Artwork (A)	_____ 4007/3108 Furnishings (G)	_____ 4001/3113 Rental Service (M)
_____ 4012/3109 Books & Pub (B)	_____ 4002/3112 Auto, Boat, Plane (J)	_____ 4201/3109 Construction (N)
_____ 4005/3106 Computer (D)	_____ 4009/3110 Prof Services (K)	_____ 4025/3109 Other (O)
_____ 4006/3107 Equipment (E)	_____ 4003/3111 Livestock (L)	

Approved by _____ Date approved _____

GIFT-IN-KIND ACCEPTANCE INSTRUCTIONS

In order to claim a gift of real or personal property (gift-in-kind) to KSU as a charitable tax deduction, the donor must have an acknowledgment of the gift from the KSU Foundation. KSUF-2 Gift-In-Kind Form must be completed by the KSU College or Department that receives the gift-in-kind property in order for the KSU Foundation to process and acknowledge the gift.

The KSUF-2 Gift-In-Kind Form is divided into four sections as follows:

The **Donor Information** section requires the donor's name, address, date of gift and signature. In the case it is not feasible to have the donor sign the form, a letter or note from the donor which confirms the gift and the donor's intent must be attached to the KSUF-2 Gift-In-Kind form.

The **Gift Description** section is to identify the gifted property, confirm the donor's intended purpose for the property and the amount or volume given. If equipment is donated, please also provide the identifying information such as the equipment brand, model, serial number and the condition of the property (i.e. new, used, or reconditioned). Please provide any available documentation from the donor, i.e. invoice, registration papers, certification etc.

The **Gift Valuation** section is used to establish the value and the method of valuation for the gifted item(s). The value assigned must be supported by adequate documentation, including invoices, outside appraisals, price lists, etc. Gifts valued in excess of \$5,000 (a single item or group of similar items) are required, by the IRS, to be supported by a certified appraisal, completed within 60 days of the date of gift. The value assigned will be used by the KSU Foundation to determine the gift credit amount. However, the amount will not be noted on the gift receipt. The value allowed by the IRS for the tax deduction may be different from the gift credit amount. The donor is encouraged to consult with their tax advisor concerning the deductible amounts for each situation and to determine the documentation required by the IRS.

The KSU Foundation will acknowledge having received the gift by mailing a receipt to the donor. If the donor submits a completed IRS Form 8283 (Noncash Charitable Contributions) to the Foundation, the Foundation will sign and return the form to the donor. Additionally, the KSU Foundation is **required** by the IRS to file an IRS Form 8282 (Donee Information Return) for gifted items valued at more than \$5,000, if the property is sold or disposed of **within three (3) years** of the date of the gift. The donor(s) will receive a copy of the 8282 which will list the "Amount Received Upon Disposition." This does not apply to gifted items that are consumed while fulfilling the University related purpose.

The value of a gift of an automobile, boat or airplane will be limited to the gross proceeds from the sale of the property by the Foundation.

The **University Office** section is to be completed by the receiving college or department. The department should include the fund designation for the gift item(s), the purpose or intended use by the college and the location of the property after receipt. **The Dean and Department Head must acknowledge their acceptance of the gift by signing in the "Approval Signature" line.**

It is the responsibility of the college or department to report any gift-in-kind that may fall under the University's inventory policy to the appropriate University official. For gifts of equipment, it is the University's policy that approval be secured prior to accepting the gift.