

Gift-in-Kind Transmittal

Complete, sign, and submit this form to the University. This form and a copy of all supporting documentation is required to document the gift for donor tax purposes and to record the gift on University and University of Oregon Foundation records.

DONOR INFORMATION

Donor's Name: _____ Donor's Advance ID: _____
Street: _____ Address: work home
City: _____ State: _____ Zip: _____ Soft Credit to:
Phone No: _____ Email: _____ Advance ID: _____
Name: _____

GIFT INFORMATION

Type of non-cash gift: Artwork/Collectibles Books Equipment Furniture Software
 Intellectual Property Services: _____
 Other: _____

Stated Value of Gift: \$ _____ Number of years the gift is expected to be in use: _____

How was fair market value determined (please attach a copy of the valuation documentation to this form):

- Independent Appraisal (for gifts of \$5,000+) IRS Donor Form 8283 Bill of Sale/Invoice/Receipt
 Other documentation verifying fair market value: _____

Foundation Fund Number: _____ Fund Name: _____ Appeal Code: _____

Detailed description of the gift (i.e., make, model, serial numbers, new or used condition, and/or name of manufacturer. For artwork: size, canvas, paint, artist name. For books: title, author, publisher, year):

Where and how will gift be put to use or stored?

Does the donor intend to put conditions or restrictions on the gift? (if yes, attach a written statement signed by the donor)

GIFT ACCEPTANCE

School accepting the gift: _____ Department: _____

Date the School/Department took possession of the gift: _____

UO official coordinating the gift: _____ Title: _____

Signature: _____

UO official authorized to accept the gift: _____ Signature: _____

All donors will receive a gift-in-kind acknowledgment from the University for tax purposes. Donors may also receive an acknowledgment from the UO Foundation indicating a credit to the donor's Foundation record. The University unit accepting the gift is encouraged to send the donor a thank you note but should not issue a gift acknowledgment. In compliance with IRS restrictions, the University and/or its employees will not provide a donor with an appraisal or estimated value of the gift.

The University cannot guarantee donor confidentiality for gifts-in-kind. If your donor would like to make an anonymous gift, the gift must be made to the UO Foundation. Please contact the Foundation's Gift Services team at giftservicesdept@uofoundation.org or call 541.302.0337 for assistance.

Please email completed form to jritz@uoregon.edu or send to Financial Services, Thompson's University Center and retain copy in department.