

Texas A&M University-Corpus Christi

Gift-in-Kind Reporting Form

The internal Revenue Service requires the University to report the value of non-cash donation donations at reasonable market value. Please note: the "estimated dollar value" amount of the non-cash donation listed on this form will be used **for internal purposes only** and may not meet the IRS requirements for income tax deduction purposes.

To establish the fair market value of non-cash donations, please use the following guidelines:

- **Estimated value is less than \$5,000:** The donor will be asked to supply reasonable documentation as to the fair market value of the donation
- **Estimated value is \$5,000 and up:** IRS regulations require the donor to provide a written appraisal by a qualified appraiser and to complete IRS Form 8283. Both the written appraisal and Form 8283 must be filed with the donor's tax return. The written appraisal must be obtained by the donor before making the non-cash donation.

Date Item Received: _____ Donor Name / Company: _____

If Corporation or Organization Gift, Contact Person to receive acknowledgement:

Title of Contact Person: _____

Address of Donor: _____

City: _____ State: _____ Zip: _____

Telephone Number: () _____ Email: _____

Description of gift / donation (please be specific): _____

_____ Estimated value: \$ _____

(Please attach copy of appraisal paperwork if item value is \$5,000 and up)

Purpose for gift / donation: _____

Source of funding for maintenance & operation of gift (if needed): _____

****Please submit all correspondence pertaining to the gift with this form****

Tax Form 8283 received, if needed: Y or N

University Representative receiving gift / donation: _____

Department: _____ Ext: _____

Dean: _____ Ext: _____

Assistant VP for Development: _____ Ext: _____

*Only gifts valued at \$5,000 and up will require signatures from the Department Dean & Assistant VP for Development.

Return this form to:

For questions, please call:

Advancement Services, USC, Unit 5742

Yvette Maldonado, x3292 or Sonia Hernandez, x5559

We appreciate your support of *The Island University!*

Texas A&M University-Corpus Christi

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