

GIFT-IN-KIND CONTRIBUTION FORM

This form does not serve as a receipt for this contribution, but is intended for our internal record keeping purposes only. A receipt describing the items or merchandise donated will be mailed to the address supplied above. The Sacramento City College Foundation is unable to include the estimated value on the donor receipt. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes. Please consult with your tax advisor to determine the tax implications of your gift. In-kind gifts valued at \$5,000 or above require the donor to provide IRS Form 8283, which includes a qualified written appraisal, in order to claim a charitable tax deduction. More information and a copy of Form 8283 is available upon request from the Foundation office.

Date _____

Donor Information:

Name as you would like to be recognized _____

Contact (If other than donor) _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____ Fax _____

Gift Information:

Description of donated item and how it will benefit the college:

*Restrictions or conditions that may apply to item: (repairs, safety & environmental hazards, registration or title forms associated with the item, and installation needs.)

Instructions re: delivery/pickup of donation (indicate location/date/time)

Required Information:

Donor's Estimate of Fair Market Value \$

1. Requester & Area Dean's Signature _____ Date _____

2. VPA Signature _____ Date _____

3. Foundation Signature _____ Date _____

Complete the information, print form, sign & date, and **return to the Foundation** for processing. *Gifts-in-kind cannot be transferred to the college until approved by the appropriate dean, VPA, and Foundation Director. A Board agenda item will then be prepared for the President's signature for forwarding to the district.

PLEASE RETAIN A COPY OF THIS COMPLETED FORM FOR YOUR RECORD.

Thank you for your gift.