



Texas A&M International University

Gifts In-Kind Form

Gifts in-kind are non-cash donations of services, products, or personal property.
All gifts in-kind must be used for programs, events or campaigns established within the current operating budget.

DONOR INFORMATION

This section to be completed by Donor and is for Non – Monetary Donations

Donor _____

Company Contact _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Fax () _____ E-Mail _____

DESCRIPTION OF ITEM(S) DONATED

Estimated Value \$ _____ OR Actual Value: _____ Receipt* Appraisal**

* Required for all donations not accompanied by an appraisal **Required for Donations greater than \$5000 not accompanied by an original receipt

Donor Signature _____ Date _____

New Federal Income tax regulations require donors claiming deductions for charitable contributions consisting of property other than cash worth more than \$500 to file Internal Revenue service Form 8283, "Non-cash Charitable Contribution". See IRS publication 561, "Determining the Value of Donated Property" for detailed information". Donor will receive a confirmation letter from the Office of Institutional Advancement acknowledging the receipt of goods with the value included for tax purposes.

DEPARTMENT INFORMATION

This section to be completed by the Department receiving the donation

Department _____

Contact _____ Title _____

Signature of Department Director / Dean _____ Date _____

Event Date _____ Event Name _____

Department Benefiting from Donation _____ Will Item be Auctioned / Sold? _____

If item is auctioned / sold the selling date and amount must be reported to the Office for Institutional Advancement no later than five working days in writing.

OFFICE FOR INSTITUTIONAL ADVANCEMENT

Form Received on _____ By _____

VPIA Signature _____ Date _____