



# Gift-in-Kind Donation Form

Date: \_\_\_\_\_

**Please fill out this form completely and accurately** with all available information and details. **Please print carefully.** Legibility is essential for our records and for report accuracy. Donor's name must be printed exactly as you would like it to appear in publications.

Name of Donor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of the Donation:  
\_\_\_\_\_

Estimated Retail Value: \$ \_\_\_\_\_

Restrictions, if any:  
\_\_\_\_\_

Pick Up instructions: \_\_\_\_\_

## Important Information About Your Donation

You must file form 8283 if the amount of your deduction for all non-cash gifts is more than \$500. Please see the Foundation Office for non-cash gifts valued over \$5,000.

If the value of any single non-cash gift is over \$5,000, you must also obtain a "qualified appraisal" in order to complete Form 8283.

If the College of the Siskiyous Foundation disposes of your non-cash gifts over \$5,000 within two years of receipt, the College of the Siskiyous Foundation must complete IRS Form 8282 and send a copy to the IRS and you.

### For COS Foundation Office Use

COS Department to receive gift: \_\_\_\_\_

Cost of Accepting gift: \$ \_\_\_\_\_ Physical Location of Gift: \_\_\_\_\_

#### Accepted by:

COS Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

COS Superintendent/President \_\_\_\_\_ Date: \_\_\_\_\_

COS Foundation \_\_\_\_\_ Date: \_\_\_\_\_

Item received by: \_\_\_\_\_ Date: \_\_\_\_\_