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| **Supporting Documentation for Gifts-in-Kind**1. Attach documentation from donor conveying the gift to FSU
2. Attach valuation method of gift (see below)
3. Gift agreement (if value $25K or more)
4. Signatures from College/Dept. stating desire to have gift & being in possession of the gift (see bottom section on this form)

*Never include estimated value of gift in any acknowledgment letter to the donor.* | **FOR FSU FOUNDATION OFFICE USE**DONOR ID:        D.O./MANAGER:        [ ]  1098-C (Gift of vehicle)REVIEWED BY:         |
| **DONOR INFORMATION:** | **RELATIONSHIP TO UNIVERSITY:** |
| Donor:      Contact:      Title:      Address:            Phone:      SS# (if donating a boat, plane or other motor vehicle):       | [ ]  Alumna/Alumni[ ]  Parent[ ]  Faculty/Staff[ ]  Friend[ ]  Corporation/Foundation[ ]  FSU Foundation |
| **GIFT INFORMATION:** |
| Describe the gift indicating the quantity, model number, manufacturer, etc., and whether it needs space, additional support, material and/or service to operate. Attach a separate sheet if necessary. (*If giving a vehicle, please note the make, model, year and any other ID.)*      |
| **VALUATION METHOD MUST BE CHECKED:** | **GIFT RESTRICTIONS (Check one):** |
| **Value: $** Valuation method:[ ]  Appraisal needed if over $5,000 per IRS (donor to provide)[ ]  Itemized inventory list[ ]  Vendor/Donor documentation (invoice letter)[ ]  Published value (catalog, etc.)[ ]  Value not provided by donor; determined by qualified faculty/staff expert | [ ]  Donor stipulations/limitations (Attach donor explanation in details)[ ]  Gift to be retained and used for designated purpose[ ]  Gift may be sold, proceeds used for designated purpose[ ]  Gift will be sold and proceeds used for:       |
| **DESIGNATED FOR (Check one):** | **FSU FOUNDATION FUND DESIGNATION:** |
| [ ]  Department:      [ ]  College:      [ ]  Other:       | [ ]  Fund:      [ ]  Fund:      [ ]  Fund:      *\** *Soft credit will be applied to this fund. It does not provide cash value to the fund.* |
| ***Signatures below indicate being in possession of the gift and the department’s desire to obtain/approve the gift:***Gift Received By: Name (print): Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Gift Approved By: Dean/VP Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Acceptance Authorization: CFO / FSU Foundation Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Development Officer (if applicable): Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Gifts of $100,000+ to Exceptional Gifts Committee* D.O. Manager: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vice President for Development: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   *(For gifts above $25,000)* |
| *The College/Unit may send notification of acceptance of the gift via e-mail to Alexia Chamberlynn, Director, Gift Processing, at achamberlynn@foundation.fsu.edu or Jill Hoover, Assistant Director, Gift Processing, at jhoover@foundation.fsu.edu.* | Submitted to Gift Processing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |