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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |