



### GIFT-IN-KIND ACCEPTANCE FORM

#### 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

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ SS #: \_\_\_\_\_  
*(if donating a boat, plane or other motor vehicle)*

Email: \_\_\_\_\_ Contact: \_\_\_\_\_

- FSU Affiliation(s):
- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Alumna/Alumni | <input type="checkbox"/> Parent                 | <input type="checkbox"/> Faculty/Staff  |
| <input type="checkbox"/> Friend        | <input type="checkbox"/> Corporation/Foundation | <input type="checkbox"/> 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.)* \_\_\_\_\_

VALUE: \$ \_\_\_\_\_

#### VALUATION METHOD MUST BE CHECKED

- 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

#### DESIGNATED FOR (Check one):

- Department: \_\_\_\_\_
- College: \_\_\_\_\_
- Other: \_\_\_\_\_

#### FSU FOUNDATION FUND DESIGNATION:

- Fund: \_\_\_\_\_
- Fund: \_\_\_\_\_
- Fund: \_\_\_\_\_

*\* Soft credit will be applied to this fund.  
It does not provide cash value to the fund.*

#### GIFT RESTRICTIONS

- Donor stipulations/limitations *(Attach donor explanation in details)*
- Gifts may be sold, proceeds used for designated purpose
- Gift to be retained and used for designated purpose
- Gift will be sold and proceeds used for: \_\_\_\_\_

**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:**

*(Gifts of \$100,000+ to Exceptional Gifts Committee)*

CFO/FSU Foundation Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Development Officer (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

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 Services at [achamberlynn@foundation.fsu.edu](mailto:achamberlynn@foundation.fsu.edu) or Jill Hoover, Assistant Director, Gift Services, at [jhoover@foundation.fsu.edu](mailto:jhoover@foundation.fsu.edu)*

Submitted to Gift Services: \_\_\_\_\_

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

*The FSU Foundation is a 501(c)(3) charitable organization and gifts made to it are tax deductible to the extent allowed by the law. Visit [foundation.fsu.edu/NonprofitDisclosures](http://foundation.fsu.edu/NonprofitDisclosures) to view state nonprofit disclosures.*