GIFT-IN-KIND DONATION FORM

This form should be completed for any gift-in-kind (non-cash gift) to Chowan University.

Such gifts include: photographs, art, computer hardware/software, books, equipment, furniture, real estate, etc. All donations are made to Chowan University and may be designated to a school, department or program.

DONOR INFORMATION

Donor Name: ____________________________________________
Organization: ____________________________________________
Address: ________________________________________________
City, State: Zip: __________________________________________
Phone: ___________________________ Email: ___________________

Gift-in-kind description of donation item(s) and quantity:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Please select one:

☐ Estimated Fair Market Value of Item(s) or Services Donated (as valued by donor): $________
Fair Market Value, according to IRS: “it is the price that would be agreed on between a willing buyer and a willing seller”

☐ Appraised Value of Item(s) or Services Donated (attach appraisal): $________

☐ Value of Item(s) or Services Donated (attach receipt): $________

Note: Internal Revenue Service Policy prohibits Chowan University personnel from making gift appraisals. If a gift is valued under $5000, the donor is responsible for the appraisal value of a gift. If the value of a gift is over $5000, the donor must include a written appraisal from an independent third party.

The donor would like a gift acknowledgement letter from Chowan University for this gift. __ YES __ NO

SIGNATURES

Donor Signature: __________________________ Date: ________________
Accepting Chowan University Staff: __________________________ Date: ________________

Non-cash gifts valued over $5,000 also require the following signatures:

VP for Advancement: __________________________ Date: ________________
VP of Business Affairs: __________________________ Date: ________________

Forward completed gift-in-kind donation forms and supporting documentation to the Vice President for Advancement