



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:

Donor: _____

Contact: _____

Title: _____

Address: _____

Phone: _____

SS# (if donating a boat, plane or other motor vehicle): _____

RELATIONSHIP TO UNIVERSITY:

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:

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

GIFT RESTRICTIONS (Check one):

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):

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.

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: _____

Gifts of \$100,000+
to Exceptional
Gifts Committee

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 Processing, at achamberlynn@foundation.fsu.edu or Jill Hoover, Assistant Director, Gift Processing, at jhoover@foundation.fsu.edu.

Submitted to Gift Processing: _____

Date: _____