



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