

# Small Gift-In-Kind Donation Form

(For Gifts-in-Kind valued less than \$5,000)



Donor Name: \_\_\_\_\_  
Individual's Name or Name of Organization

Contact Person: \_\_\_\_\_  
Representative in the Organization Title

Address: \_\_\_\_\_  
Street City Zip

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

I/We would like to donate: Please include a detailed description of item(s) to be donated.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the Utah Valley University Foundation for use in the Department of:  
\_\_\_\_\_

Condition: \_\_\_\_\_ New \_\_\_\_\_ Used, in Excellent Condition  
\_\_\_\_\_ Used, in Good Condition  
\_\_\_\_\_ Used, in Poor Condition

### VALUE OF GIFT:

I/We declare the fair market value of this contribution to be: \$ \_\_\_\_\_ \*

**\*For gifts valued under \$5,000:** The IRS defines fair market value as "the price a willing, knowledgeable buyer would pay a willing, knowledgeable seller when neither has to buy or sell."

The value of any item, regardless of the amount, is used for internal gift reporting only. Utah Valley University Foundation is unable to include the estimated value on a donor receipt or acknowledgement. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes. Please consult with your tax or financial advisor.

I/We have no objections to this donation being sold; however, I/we would prefer that any monies derived from the sale be used for the same department.

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### UVU Area benefiting from this gift-in-kind—please fill in this information:

This gift-in-kind was received by UVU on \_\_\_\_\_ by \_\_\_\_\_  
Official Gift Date Name of Department Representative

Raiser's Edge # of Donor: \_\_\_\_\_

Individual reporting gift: \_\_\_\_\_ Extension: \_\_\_\_\_

Department: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Where will this item be located on campus and how will it be used: \_\_\_\_\_

Will goods or services be provided in exchange for this gift: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe and state the Fair Market Values: \_\_\_\_\_

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For Development Office Use-Date Received: \_\_\_\_\_ Index: \_\_\_\_\_ GIK List: \_\_\_\_\_