



This form is for use when a non-cash gift is donated to Idaho State University. The completed form should be returned to the ISU Foundation with any supporting documentation. If you have questions, please call (208) 282-3470.

DONOR INFORMATION

Name: _____ RE #: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Donor would like to remain anonymous

Donor Organization Contact (Please complete if donor above is not an individual):

Name: _____ Title: _____

Phone: _____ Email: _____

GIFT INFORMATION

Describe the gift in detail. Indicate quantity, model number, manufacturer, title, artist, condition, location, etc. Attach a separate sheet if needed.

Estimated Market Value of Gift:

Solicitor/ Dept Accepting Gift:

Gift Usage by Dept (circle): Training Aid Auction Item Class Supplies or Other: _____

I/We desire to transfer the above described property to the Foundation and irrevocably assign, transfer, and give all my/our right, title, and interest in it to the Foundation. I/We represent and warrant that I/We have complete and clear title to the property described above and the authority to make the gift. This agreement transfers unrestricted legal title of the gift to the Foundation. There are no restrictions as to the use of the gift. I/We am/are aware that acceptance and disposition of the gifts are governed by the policies of the Foundation without prior approval by me/us.

Donor Signature: _____ Date: _____

VALUATION METHOD

- Independent Appraisal Vendor/Donor Documentation (letter)
- Itemized Inventory List Published Value (catalog)

ACCEPTANCE

ISU Dean/Department Head Date Printed Name

University Business Officer Date Printed Name

ISU Foundation Official Date Printed Name

Gifts over \$5,000 require the signatures of both the Dean/Dept. Head and Foundation official.



IDAHO STATE UNIVERSITY POLICY STATEMENT

The Idaho State University Foundation (the “Foundation”) is not permitted to value a gift for tax deduction purposes. If the value of the gift is over \$5,000 for each individual item donated or for a collection of items, the donor must obtain an appraisal as defined in IRS Publication 561 and provide a copy of that appraisal to the Foundation when making the gift.

Please consult your tax and/or financial advisor for any questions regarding gifts in kind and related tax implications, the Foundation cannot give tax advice.

INSTRUCTIONS FOR GIFT IN KIND AND RELATED DOCUMENTATION

- The Foundation does not place any value on the items donated to Idaho State University. All values must be provided by the donor via a copy of the catalog showing the published value, a copy of a vendor invoice or similar documentation, an itemized inventory list which details how the values were obtained, or an independent appraisal for gifts over \$5,000.
- Gifts of a vehicle including car, truck, boat, or airplane require the completion of IRS Form 1098C by the Foundation. For the Foundation to complete the form we require the following information: a copy of the title or title transfer paperwork that includes the VIN or other similar Vehicle Identification Number, the Donor’s Social Security Number or Employer Identification Number, name and current address of the donor so that the Foundation can mail copies of the completed form, and the copy of the Appraisal or Kelly Blue Book estimated Value of the Vehicle. Similar websites to Kelly Blue Book exist to value boats and airplanes but we would prefer for these that an appraisal be completed. We also need to know how the department accepting the gift will utilize it – will it be used for instruction purposes, taken into inventory to be driven by University employees, or sold and the proceeds utilized by the department. This information can be emailed or brought to the Accounting Manager, Theresa Capasso at capather@isu.edu or Administration Building 121J.
- Gifts over \$5,000 require the Completion of IRS Form 8283. This form can be prepared by the Foundation with the following information: Name and current address of the donor, Social Security Number or Employer Identification Number, and gift information. Once prepared, the form must be signed by the appraiser who completed the Appraisal of the gift and then returned to the Foundation for signature by a Foundation official. The Foundation also requires a copy of the appraisal report. Or the form can be prepared by your tax or financial advisor and brought to the Foundation for signature once completed.
- All forms must be completed and supporting documentation attached and delivered to the Foundation prior to a gift receipt and acknowledgement being issued to the donor.