**Non-Cash Donation / Gift-In-Kind Form**

| Donor Name: ____________________________ | Date of gift: ________________ |
| Address: ____________________________________________________ |
| City: ___________________ State: ___________ ZIP: ____________ |
| Phone: ________________ E-mail: ____________________________ |

Detailed description of gift(s) (please be as specific as possible) (use back of form or attach a separate sheet if needed):

| Donor’s cost basis: ________________ | Fair market value of the item contributed: __________________________ |

*How was fair value determined - Please check one*

- [ ] Thrift shop value
- [ ] Comparable sales
- [ ] Appraisal attached
  - (for items valued at $5,000+)
- [ ] Catalog value
- [ ] Receipt attached / Purchase Price
- [ ] Other __________________________________________________________________________ |

**Charity Auction** donors who provide goods for charities to sell at an auction often ask the charity if the donor is entitled to claim a fair market value charitable deduction for a contribution of appreciated property to the charity that will later be sold. Under these circumstances, the law limits a donor’s charitable deduction to the donor’s cost (tax basis) in the contributed property and does not permit the donor to claim a fair market value charitable deduction for the contribution.

Fort Hays State University Foundation gratefully acknowledges your in-kind contribution. The following information pertaining to your in-kind contribution is being provided for your convenience and does not constitute legal advice on behalf of Fort Hays State University, Fort Hays State University Foundation or their employees. You are strongly encouraged to consult with your tax advisor and refer to the IRS publications referenced below:

- To claim a tax deduction for in-kind gifts valued between $500 and $5,000, the donor must complete Part 1 of IRS Form 8283.
- For gifts that exceed $5,000, the donor must complete ALL parts of IRS Form 8283 and submit the complete form to Fort Hays State University Foundation for a signature.
- Submit a certified appraisal dated no more than 60 days from the date of the donation. The appraisal must be prepared, signed and dated by a qualified, third-party appraiser.

Donor’s Signature: ____________________________ Date: ________________

Gift-in-Kind received by:

Receiving party’s signature: ____________________________ Date: ________________

Receiving party’s printed name: Breanna Taylor, Run/Walk Committee

Department: Communication Sciences and Disorders

Please attach any supporting documentation you may have. Keep a copy and return the original to the

Fort Hays State University Foundation ~ Robbins Center
One Tiger Place ~ P.O. Box 1060 ~ Hays, KS 67601
Phone 785.628.5620 ~ Fax 785.628.5625 ~ Toll 888.628.1060 ~ Federal Tax ID – 48-6108086

Gift in Kind Form Rev. 3/10