

Willamette University

Gift-in-Kind Donation Form

This section to be completed by Donor:

Date: _____
Donor Information:
Name (Individual or Company): _____
Contact Person (for Company): _____
Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone: _____ Email: _____
Gift Description (including quantities): _____ _____ _____
Estimated fair market value (by donor): \$ _____
Special Instructions (e.g. item delivery or pickup, restrictions, etc.): _____ _____
Donor Signature: _____

This form does not serve as a receipt for this contribution, but is intended for our internal recordkeeping purposes only. A receipt describing the items or merchandise donated will be mailed to the address supplied above. Willamette University is unable to include the estimated value on the donor receipt. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes. See IRS Form 8283 for further information on claiming non-cash charitable contributions. The donation of services, although very valuable and much appreciated, is generally not considered tax deductible by the IRS. Please consult with your tax advisor to determine the tax implications of your gift.

This section to be completed by a WU representative:

(Attach additional documentation if available/applicable)

Date WU received donation: _____
Authorized WU representative receiving donation: _____
How/where is donation being used on campus _____ _____
Signature of WU representative: _____

UAServices:

Date form Z []

Date Posted in RE: _____

Processed by: _____