

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 pick up, restrictions, etc.):

Donor Signature: _____

This form does not serve as a receipt for this contribution, but is intended for our internal record keeping 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 noncash 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: _____

UA Services:

Date form Rec'd: _

Date Posted in RE: _

Processed by: _