

**Accompanying Document to Gift Acceptance Policies and Procedures
UA PPS 01.02**

ATTACHMENT II

**Donor "Gift-in-Kind" Form
(To be completed by the donor.)**

Donor Name: _____
(Company or individual's name)

Contact Person: _____

Address: _____

Phone: _____ E-Mail: _____

I would like to donate (brief description): _____

_____.

The VPUA or designee will consider gifts of tangible and intangible personal property only after a thorough review indicates that the property is readily marketable or needed by the University.

Fair Market Value as determined by the donor: 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."

\$ _____

Appraised value: If the value of the donation is \$5000 or more, I am attaching a copy of the appraisal. \$ _____

Signature _____

Date: _____