

Gift-in-Kind Transmittal Form

Project number: _____ Project name: _____ Date: _____

Prepared by: _____	Phone: _____
Department: _____	Campus Address: _____
Received by Foundation: _____	Date: _____
<i>Foundation Use Only:</i> <input type="checkbox"/> Capitalize <input type="checkbox"/> Transfer to FAU	

Donor Information:

Individual Title: _____ Name: _____
if organization, name of contact person

Organization _____ Federal ID# _____
required

Address: _____

State/Province: _____ Postal Code: _____

Telephone#: _____ Fax#: _____

Additional comments for acknowledgement: _____

Gift Information – all information in this block must be completed:

Value of gift-in-kind: \$ _____ Please attach copies of appraisal and/or documentation provided by donor.
 Gifts in kind with a value of \$500 or less do not need to be submitted through the Foundation
 The College or department may send the donor a thank you letter

Date Gift was physically received _____ (please do not submit gift documentation until gift has physically been received). **Description of gift-in-kind:** Attach pictures (required if \$500+)

Attach copies of any related transfer documentation (e.g., deed of gift, title, correspondence).

Purpose of gift. Describe how the item(s) will be utilized by FAU: _____

- **Gift-In-Kind Forms must be received within 5 days of receipt of Gift.**
- If the gift is to become FAU property and the value is greater than \$1,000, an authorized FAU Purchase Requisition referencing a university account number must accompany this form for university inventory purposes.
- If the gift is a collection or art, attach **FAUF Property Form** (FAUF – PRO0701) (<https://fauf.fau.edu/NetCommunity/SSLPage.aspx?pid=1053>).
- **Vehicles, Boats and Equipment**
 - **Vehicles** require a Mechanic's Opinion and Vehicle Form (FAUF – VEH0501)
 - **Boats** require a Certificate of Seaworthiness and
 - **Equipment** requires approval from FAU Environmental Health and Safety. (FAUF – EQU0601)
 - FAUF approval is required **prior to acceptance of these gifts**; please call 297-2892.
- **IRS/tax deduction information.** It is the responsibility of the donor to report a reasonable valuation for this gift-in-kind on his/her itemized tax return. The FAU Foundation will not provide a dollar value for this gift-in-kind. For in-kind contributions greater than \$5,000 the donor must submit an IRS form 8283 with his/her tax return for the gift to be eligible for a deduction. Donor should go to the IRS website for the current 8283 Form and forward completed form to FAUF for signature.