



Collin College Gifts In-Kind Form

DONOR INFORMATION

This section is to be completed by Donor and is for Non-Monetary Donations

Donor Name _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Email _____

Description of Item _____

Condition of Item New _____ Used _____

Estimated Value by Donor \$ _____ *

*Value should represent current market value. Receipt, appraisal, internet research, etc. is required to be attached for all donations with a value of \$5,000 or more.

Donor Signature _____ Date _____

Federal income tax regulations require donors claiming deductions for charitable contributions consisting of property other than cash worth more than \$500 to file Internal Revenue Service Form 8283, "Non-cash Charitable Contribution". See IRS Publication 561, "Determining the Value of Donated Property" for detailed information. Donor will receive a thank you letter from Collin College acknowledging the receipt of goods with the value indicated for tax purposes.

DEPARTMENT INFORMATION

This section is to be completed by the Department receiving the donation

Department Benefiting from Donation _____ Department Org # _____

Describe use to the College _____

Contact Name _____ Contact Title _____

Approving Dean/AVP Name _____ Date _____

Approving Dean/AVP Signature _____

BUSINESS ADMINISTRATIVE SERVICES USE ONLY

Received in Business Admin Services by: _____ Date _____

Recorded to GL by: _____ JE # _____ Date _____

Recorded to Monthly Board file by: _____ Date _____

Completed form, along with supporting documentation, should be sent to Collin College Business Administrative Services. They may also be scanned and emailed to sarmstrong@collin.edu .

Questions should be directed to Suzie Armstrong ph: 972.758.3823 email: sarmstrong@collin.edu or Keitha Carlton ph: 972.599.3103 email: kacarlton@collin.edu .