

Gift made by: _____

Mailing Address: _____

Email Address: _____ Phone: _____

Donor TIN or SSN: (last four digits only) _____ Date of Gift: _____

I would like to donate (detailed description of donation): _____

to the Arkansas Tech University Foundation for use in the department of _____

I estimate the fair market value of this contribution to be: _____ *

Signature of the Donor _____ Date**THE FOLLOWING WILL BE COMPLETED BY THE DEPARTMENT RECEIVING THE ITEM(S):**Did you or your department give the donor goods and/or services in exchange for the gift-in-kind? **YES NO**If YES, what were the goods and/or services you gave the donor and the value of those goods/services?

Completed by: _____ Date: _____

(Department Representative Signature)

***Notes to donor(s):** The Arkansas Tech University Foundation gratefully acknowledges your in-kind contribution. The following information pertaining to your in-kind contribution is being provided for your convenience and does not constitute legal or tax advice on behalf of Arkansas Tech University, the Arkansas Tech University Foundation or their employees.

You are strongly encouraged to consult with your tax advisor and refer to the IRS publications referenced below:

- To claim a tax deduction for in-kind gifts valued between \$500 and \$5,000, the donor must complete Part I of IRS Form 8232.
- For gifts that exceed \$5,000, the donor must
 - Complete ALL parts of IRS Form 8232 and submit the complete form to the Arkansas Tech Foundation for a signature.
 - Submit a certified appraisal dated no more than 60 days from the date of the donation. The appraisal must be prepared, signed and dated by a qualified, third-party appraiser.

The value of any item, regardless of the amount, is used for internal gift reporting only—the Arkansas Tech University Foundation is unable to include the estimated value on a donor receipt or acknowledgement. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes.

Generally, the amount of your contribution that is deductible for federal income tax purposes is limited to the excess of the gift over the value of any goods or services you received from us.