* **In-kind giftsto Berea College must be reported immediately upon receipt to the Office of Alumni, Communications, and Philanthropy using this form**
* **For additional information, please refer to the Berea College Gift-In-Kind Acceptance Policy.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1) DONOR INFORMATION:** | | 2) RELATIONSHIP TO COLLEGE | | |
| Donor |  | ALUMNUS | | FACULTY/STAFF |
| Company Contact |  | FOUNDATION | | CORPORATION |
| Title |  | TRUSTEE | | FRIEND |
| Address |  |  |  | |
|  |  |  |  | |
| Phone | ( ) - Ext.       Email: |  |  | |
|  |  |  |  | |

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| **3) GIFT INFORMATION:** |
| Describe the gift indicating the quantity, model number, manufacturer, etc., and whether it needs space, additional support, material and/or service to operate. (Attach a separate sheet if necessary) |
|  |

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| **4) GIFT VALUE:** |
| Estimated value: $ .*Donors are advised to consult with their financial advisor to confirm IRS rules regarding qualified charitable donations, including requirements for gifts-in-kind of $5,000 or more.* |

|  |  |
| --- | --- |
| **5) VALUATION METHOD (Check one):** | **6) GIFT RESTRICTIONS (Check one):** |
| Independent appraisal  Itemized inventory list  Vendor/Donor documentation (invoice, letter)  Published value (catalog, etc.) | Donor stipulations or limitations  *(Attach donor statement on detail of stipulation or limitation)*  Gift to be retained and used for designated purpose  \* Gift may be sold, proceeds used for designated purpose  \* Gift will be sold and proceeds used for: |
| *\* SS# or TIN\_*     *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ must be included for individuals who have contributed gifts-in-kind valued at $5,000 or more that may or will be sold* |

|  |  |
| --- | --- |
| **7) DESIGNATED FOR (Check one):** | |
| Division |  |
| Department: |  |
| Other: |  |
|  |  |

**Gift received by:**      

Division Chair/Director Signature Print Name Date gift received

**Approved by:**

Provost (if applicable) Signature Print Name Date approved

Dean of Faculty (if applicable) Signature Print Name Date approved

Vice President for Alumni, Communications and Philanthropy Print Name Date approved

Send completed form and accompanying documentation to: **Office of Alumni, Communications and Philanthropy, Edwards Building, CPO 2216, Berea College.**

**AC Acceptance**

Vice President for Finance Date accepted

GIFT-IN-KIND ACCEPTANCE FORM CHECKLIST

* Please be certain that all seven sections of the form are complete and that the appropriate names and signatures are in place.
* Attach to this form all documentation supporting the acceptance of this gift.
* In the “Gift Information” section (#3), please include sufficient information so as to identify the exact nature of the gift. For equipment, this might include a manufacturer, model number, color, etc.
* In the “Gift Restrictions” section (#6), the Social Security number (SS#) or the taxpayer identification number (TIN) must be included for individuals or organizations who have contributed gifts-in-kind valued $5,000 or more that may or will be sold.
* All gifts-in-kind valued at $5,000 or more must be approved by the Administrative Committee of the College.
* All gifts valued over $500 must complete the IRS form 8283 to report non-cash charitable contributions.
* In the “Ultimate Recipient of Gift” section (#7), be certain that the appropriate box has been checked.
  + *Berea College is the recipient of in-kind gifts that will be used to enhance the education of the students on the campus and for gifts-in-kind that will directly benefit the College.*
* The completed form and supporting documentation should then be sent to the Office of Alumni, Communications, and Philanthropy, Edwards Building.
* An official gift receipt will be provided to the donor by Alumni, Communications and Philanthropy.