

## OREGON STATE UNIVERSITY FOUNDATION

### GIFT IN-KIND INSTRUCTIONS

#### DONATIONS OF GIFTS-IN-KIND VALUED FROM \$1.00 TO \$499.99:

- The donor completes his or her portion of the Foundation's Gift-In-Kind donation form, including his or her address.
- The department representative or constituency development officer completes the department's portion of the form. It is important to designate the account name that the gift is to be credited to.
- Send the completed form to the Foundation for receipting.

#### DONATIONS OF GIFTS-IN-KIND VALUED FROM \$500 TO \$4,999.99:

- In addition to the above instructions, the department representative accepting the gift should inform the donor that an IRS Form 8283 will need to be filed with his or her income tax return to claim the deduction and should advise the donor to contact his or her tax consultant. This form is available from the Foundation or by calling the IRS at 1-800-829-1040.

#### DONATIONS OF GIFTS-IN-KIND VALUED FROM \$5,000 AND ABOVE:

- In addition to the steps outlined above, the department representative accepting the gift should inform the donor that an IRS Form 8283 is required by the IRS *and the Foundation*.
- The donor will need to have an independent appraiser sign the IRS Form 8283 and return it to the Foundation for acknowledgment and receipting. This form is available from the Foundation or by calling the IRS at 1-800-829-1040.
- For gifts of any such value, the donor should seek the advice of his or her tax consultant.
- If the item donated is sold, transferred, or disposed of within three years from the date of the gift, the department must notify the Foundation in writing so the Foundation can comply with IRS regulations regarding such a transaction.

#### INVENTORY/INSURANCE

Departments are responsible for adding appropriate items to their state inventory list. Inventory of minor assets is kept by the state for tracking purposes only. Items valued at \$5,000 or more need to be added to the inventory for insurance purposes. Do not send inventory information to the Foundation.

Questions about the instructions or forms should be directed to the OSU Foundation at 1-800-354-7281.

OREGON STATE UNIVERSITY FOUNDATION

GIFT OF PERSONAL PROPERTY  
(GIFT IN-KIND)

I, \_\_\_\_\_, HEREBY GIVE TO THE  
OREGON STATE UNIVERSITY FOUNDATION ALL OF THE FOLLOWING DESCRIBED PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_

CURRENTLY VALUED AT APPROXIMATELY \$ \_\_\_\_\_, FOR THE USE OF THE  
\_\_\_\_\_ DEPARTMENT/PROGRAM AT OREGON STATE  
UNIVERSITY.

IT IS MY INTENT AND DESIRE TO VEST ALL INCIDENTS OF OWNERSHIP OF THE ABOVE  
DESCRIBED PROPERTY IN THE OREGON STATE UNIVERSITY FOUNDATION FROM THIS DATE  
FORWARD.

NAME OF DONOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DONOR

I, \_\_\_\_\_ ON BEHALF OF OREGON STATE  
UNIVERSITY, GRATEFULLY RECEIVE THE ABOVE DESCRIBED PROPERTY, GIVEN FOR THE  
EDUCATIONAL USES OF OUR DEPARTMENT OR PROGRAM, THROUGH THE OREGON STATE  
UNIVERSITY FOUNDATION.

DEPARTMENT: \_\_\_\_\_ PHONE # \_\_\_\_\_

ACCOUNT TO RECEIVE GIFT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT

*Department please note: return this form with appropriate signatures to the Oregon State University  
Foundation, 850 SW 35<sup>th</sup>, Corvallis, OR 97333. A receipt will be issued from this form. If necessary,  
additional information or forms will be sent to the donor to comply with IRS regulations (instructions on back)*

FOUNDATION OFFICE USE ONLY:

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ CAPITALIZED

\_\_\_\_\_ EXPENSE OUT