

GIFT IN KIND DOCUMENTATION FORM

DONOR CONTACT INFORMATION:

DONOR'S NAME/COMPANY NAME _____

CONTACT NAME (COMPANIES/ORGANIZATIONS ONLY) _____

TAX ID NUMBER (COMPANIES/ORGANIZATIONS ONLY) _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE NUMBER _____ FAX _____

EMAIL _____

LETTER FROM DONOR:

Please accept the following gift-in-kind*, _____, as a
(Gift Description)
donation to _____.
(College/Department/Program/Special Event – please describe)

The estimated value of this gift-in-kind** is _____. Should you have any
(In U.S. Dollars)
questions regarding this donation, please contact me at the number(s) listed above.

Sincerely,

Sign Name

Date

Print Name

Date

Print Company

Date

UNR Representative name: _____ **Phone:** _____

*If gift certificates are given and they represent service or partial interest, a donation value will not be recorded (i.e. meal at a restaurant) but recognition will be given. If the gift certificates represent a cash redemption value then a donation value representing the face value is recorded and recognition is also given.

** If over \$5,000, attach backup materials verifying value i.e. invoice, appraisal, etc. NOTE: The Internal Revenue Service requires that all gifts over \$5,000 be claimed on Form 8283 for tax purposes. A qualified appraiser, not affiliated with the University, must value the gift at the donor's expense.

The UNR Foundation is a 501(c)(3) charitable organization. Please consult with your tax attorney or financial advisor to determine if your gift is tax-deductible.

Please return to: UNR Foundation, Mail Stop 0162, Reno, Nevada 89557-0162