

**SHAWNEE STATE UNIVERSITY
GIFT-IN-KIND AGREEMENT AND GUIDELINES**

Prior to the acceptance of any gift-in-kind (equipment, property, materials, etc.) it is necessary to complete this form and return it to the Office of Development.

Item/material/property: _____

Description: _____

Donor Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

Value (as given by donor) \$_____ (if more than \$5,000, the IRS requires the donor to provide a qualified appraisal to accompany this document).

Delivery/Pickup Information

Date of Delivery: _____ Means: _____

Date of Pickup: _____

Address of Pickup: _____

Cost involved in delivery or pickup: \$_____

Unless otherwise stated, gifts-in-kind, which are not consumed, will be retained by Shawnee State University for a minimum of two years.

The IRS requires the donor of cumulative in-kind-gifts over \$500 to file a form 8283 and if any one in-kind gift is over \$5,000 to include an appraisal by a qualified appraiser.

Authorizations:

All applicable signatures are required and must be dated.

Director: _____ Date: _____

Dean: _____ Date: _____

Vice
President: _____ Date: _____

(If delivery costs are to be incurred, the Vice President's signature indicates that funds are available.)

Director of Development: _____

*To EACH signer who declines to sign the above:

Reason for disapproval:

Signature: _____

Date: _____