



Century College Foundation
Application for Gifts-In-Kind Acceptance for Century College

DONOR INFORMATION

Name: _____ Title: _____
Please Print Clearly
Company: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Are you an Alum of Century College? Y/N

I wish to donate the following gift(s) to Century College Foundation and state that the donation does not contain hazardous waste. Description of donation is indicated below. All donations are subject to approval.

I estimate the value of this gift to be: \$ _____

Donor's Signature: _____ Date: _____

TO BE FILLED OUT BY CENTURY COLLEGE STAFF

COST CENTER FOR GIFT: _____ (this MUST be filled in)

_____ Phone: _____ Date: _____
Employee in Department Receiving Donation

_____ Phone: _____ Date: _____
Dean of Department Receiving Donation (if applicable)

_____ Phone: _____ Date: _____
*ADDITIONAL SIGNATURE FOR TECHNOLOGY EQUIPMENT (See Back of Form if this signature is required)

Please get all necessary signatures before sending this form to the Foundation Office for final approval.

FOUNDATION AUTHORIZATION - Signature indicates approval to accept and then transfer the above item(s) to College.

_____ Date: _____
Executive Director, Century College Foundation

Note: IRS Publication 562 Determining the Value of Donated Property is helpful for individuals, partnerships and corporations who donate non-cash contributions. If the total of all non-cash contributions in a year exceeds \$500, the taxpayer must file IRS Form 8283. If an item is valued at more than \$5,000, the law requires contributors to obtain qualified appraisals.

Century College Foundation Gift-In-Kind in Process:

1. Get the information on the donation from the donor, including the estimated value.

This may include an attachment that shows the value, if available.

2. Ask the donor to sign the form which has their contact information.

3. Submit the form for signatures, per the information below.

***Gifts Requiring an Additional Signature**

The following signatures are needed before accepting the following items. Failure to obtain proper signature may cause delay or denial of the gift acceptance.

- Computer/Software – John Rohleder
- Telecommunication Equipment – John Rohleder
- Vehicles – *Please contact the Foundation office for approval prior to accepting vehicle.*

4. After the foundation receives the paperwork:

- The Foundation will send a thank you to the donor acknowledging their gift. This is a form they may want if they are choosing to include their gift as a charitable tax deduction.
- The Foundation will record the item as a gift at the estimated value. This is important for other donors, foundations and for the accuracy of our recordkeeping and the assets of the college.

A few additional comments:

Century College Foundation will not establish monetary value for gifts-in-kind. If a value is needed for income tax purposes, donors will make this evaluation themselves. All gifts-in-kind are regularly reported to the Century College Foundation's administration and are officially acknowledged in the same manner as cash or other contributions at the value the donor has determined.

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