



This form is for use when a non-cash gift is donated to Idaho State University. The completed form should be returned to the ISU Foundation with any supporting documentation. If you have questions, please call (208) 282-3470.

DONOR INFORMATION

Donor Name: _____ RE #: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

☐ Donor would like to remain anonymous

Donor Organization Contact (Please complete if donor above is not an individual):

Name: _____ Title: _____

Phone: _____ Email: _____

GIFT INFORMATION

Describe the gift in detail. Indicate quantity, model number, manufacturer, title, artist, condition, location, etc. Attach a separate sheet if needed.

		Estimated Market Value of Gift:
Solicitor/ Dept Accepting Gift:	Gift Usage by Dept (circle): Training Aid Auction Item Class Supplies or Other: _____	

VALUATION METHOD

- | | |
|--|--|
| <input type="checkbox"/> Independent Appraisal | <input type="checkbox"/> Vendor/Donor Documentation (letter) |
| <input type="checkbox"/> Itemized Inventory List | <input type="checkbox"/> Published Value (catalog) |

ACCEPTANCE (Acknowledgement by Department and UBO that the gift is on property and will be properly recorded. This form, once signed by the Department/UBO transfers ownership from the Foundation to Idaho State University.)

_____ ISU Dean/Department Head	_____ Date	_____ Printed Name
_____ University Business Officer	_____ Date	_____ Printed Name
_____ ISU Foundation Official	_____ Date	_____ Printed Name

Gifts over \$5,000 require signatures of the Dean/Dept. Head and Foundation official, otherwise, Foundation will not sign.



IDAHO STATE UNIVERSITY POLICY STATEMENT

The Idaho State University Foundation (the “Foundation”) is not permitted to value a gift for tax deduction purposes. If the value of the gift is over \$5,000 for each individual item donated or for a collection of items, the donor must obtain an appraisal as defined in IRS Publication 561 and provide a copy of that appraisal to the Foundation when making the gift.

Please consult your tax and/or financial advisor for any questions regarding gifts in kind and related tax implications, the Foundation cannot give tax advice.

INSTRUCTIONS FOR GIFT IN KIND AND RELATED DOCUMENTATION

- The Foundation does not place any value on the items donated to Idaho State University. All values must be provided by the donor via a copy of the catalog showing the published value, a copy of a vendor invoice or similar documentation, an itemized inventory list that details how the values were obtained, or an independent appraisal for gifts over \$5,000.
- Gifts of a vehicle including car, truck, boat, or airplane require the completion of IRS Form 1098C by the Foundation and if the gift is over \$5,000, IRS Form 8283 will also be required. For the Foundation to complete Form 1098C, we require the following information: a copy of the title or title transfer paperwork that includes the VIN or other similar Vehicle Identification Number, the Donor’s Social Security Number or Employer Identification Number, name and current address of the donor so that the Foundation can mail copies of the completed form, and the copy of the Appraisal or Kelly Blue Book estimated Value of the Vehicle. Similar websites to Kelly Blue Book exist to value boats that are acceptable. We also need to know how the department accepting the gift will utilize it – will it be used for instruction purposes, taken into inventory to be driven by University employees, or sold and the proceeds utilized by the department. This information can be emailed to isufound@isu.edu or mailed to the ICCU Bengal Alumni Center at 921 S. 8th Ave. Stop 8050, Pocatello, ID 83209.
- Gifts over \$5,000 require the Completion of IRS Form 8283. This form should be fully prepared by the donor or the donor’s tax or financial advisor because the appraiser is required to sign the form prior to submittal to the Foundation. The Foundation will sign IRS Form 8283, once the item has been received on Campus and all documentation has been received and mail the signed form to the Donor. The Foundation can also assist in the preparation of Form 8283, if needed. The Foundation requires a complete copy of the appraisal report
- All forms must be completed and supporting documentation attached and delivered to the Foundation prior to a gift receipt and acknowledgment being issued to the donor.
- Gifts over \$5,000 have additional provisions that if the gift is sold within 3 years of acquisition, the Foundation is required to file IRS Form 8282, documenting the sale price of the item, which could change the tax benefits that donor received from the gift. Please work with the Director prior to acceptance of the gift to ensure compliance.